Library Building Program

**California Reading and Literacy Improvement
and Public Library Construction and Renovation
Bond Act of 2000
Grant Application**

**Oxnard Public Library
251 South A Street
Oxnard, CA 93030**

**Barbara J. Murray, Library Director
805/385-7527**

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Project Overview and Introduction

The proposed project--the construction of the new South Oxnard Center Branch Library--will fulfill a pressing need in the south Oxnard area of the city of Oxnard (the library and project service area). The existing South Oxnard Branch Library, which encompasses 4,000 square feet, is experiencing severe space limitations that are effectively prohibiting the expansion of the library collection to a level that is needed to adequately meet the needs of the residents of the area. In addition, the lack of a large enough library is negatively impacting the quality and types of services that can be provided to south Oxnard residents. The existing library, which was built in 1989, was never intended to be the permanent South Oxnard Branch Library. When it was established, it was intended to temporarily meet a pressing need--the need for public library services in south Oxnard--until a larger, permanent facility could be constructed and opened to the public. The proposed project will allow the City of Oxnard and the Oxnard Public Library to construct a permanent branch library in south Oxnard and to adequately and appropriately meet the material and service needs of the residents of this community.

Project Timetable

The following table illustrates the estimated timetable for the completion of the new South Oxnard Branch Library (the proposed project).

Project Timetable

	Estimated Date of Completion
Site Acquired	**May 25, 2002**
Schematic Plans Completion	**September 1, 2003**
Design Development Plans Completion	**December 1, 2003**
Planning and Land Use Permits Obtained	**July 1, 2004**
Working Drawings (90%) Completion	**March 1, 2004**
Construction Documents Completion	**June 1, 2004**
Project Advertised for Bids	**July 1, 2004**
Start of Construction	**September 1, 2004**
Estimated Mid-Point of Construction	**May 1, 2005**
Completion of Construction	**January 1, 2006**
Opening of Library Building to the Public	**April 1, 2006**
Final Fiscal and Program Compliance Review Completed	**July 1, 2006**

Relationship of the Library Building Program to the Architectural Design Process

The library building program is integrally related to the architectural design process. The library building program, from its inception, has been a coordinated effort between government officials, library staff members, school stakeholders (administrators, teachers, students, and parents), community members, and architectural professionals. The library building program and the architectural design process both adhere to the

context of the community and the desires of the community members and the other stakeholders that will be served by the new South Oxnard Branch Library.

Community Context

The south Oxnard area of the city of Oxnard (the library and project service area) is primarily a residential area. It is a mix of modest single-family homes and multi-family apartment buildings. The community also has commercial buildings and small-scale commercial establishments. The community is actively pursuing and engaging in revitalization efforts. These efforts include the South Oxnard Community Center, which was opened in 1989, streetscape improvements along Saviers Road, and the proposed new South Oxnard Branch Library.

There is no predominant architectural style in the community.

Community Architectural Preferences

The community did not express a preference for a particular architectural style but did express and stress the importance of the new South Oxnard Branch Library building to the community. The residents of the community continually requested that the building be a local architectural landmark and that the design of the building support the community's revitalization efforts.

Architectural Character

The overall priorities that have guided the planning and designing of the new proposed South Oxnard Branch Library are that the new library is oriented to and supportive of the library patron while being efficient, effective, and an enjoyable place for the staff to work. The new proposed South Oxnard Branch Library will:

- Take advantage of being adjacent to the South Oxnard Community Center--an important community destination.

- Have the architectural character needed to make the new library a focus point of the community.

- Attract, welcome, and encourage library patrons of all ethnicities and ages and will intellectually stimulate these library patrons.

- Attract, welcome, and encourage traditional non-users of the library by being externally attractive and interesting enough to attract new users.

Library Planning (Exterior)

The exterior design of the new South Oxnard Branch Library will reflect a theme that is in harmony with the South Oxnard Community Center and the surrounding community.

Public libraries are subject to more wear and tear than almost any other type of public building so exterior surfaces, fixtures, and equipment in this new library will be extremely durable and strong to accommodate the high level of public use. The following recommendations--based on an analysis and evaluation of the site, the building, and the needs of the staff and library patrons--were used in determining the exterior design of the new library.

- The new library's public entrance will be oriented to the south--adjacent to the existing pedestrian access to the South Oxnard Community Center.

- The new library will take advantage of the northern view and natural light opportunities.

- The children's area of the new library will be located on the eastern side of the building adjacent to the playground of the existing child care center at the South Oxnard Community Center; however, these spaces will not have a direct physical connection.

- The staff and service entrance pathway to the new library will be the same service entrance pathway for the South Oxnard Community Center.

Library Planning (Interior)

The interior design of the new South Oxnard Branch Library building will reflect a theme that is in harmony with the exterior design of the building. The interior finishes of the building will create a space that is inviting to library patrons, stands up to the wear and tear of heavy public use, and is flexible enough to accommodate changes in library materials and services as well as changes in technology. Public libraries are subject to more use and abuse than almost any other type of building, and interior surfaces, fixtures, furnishings, and equipment at the new library will be highly durable to accommodate this high level of public use. The following recommendations--based on an analysis and evaluation of the site, the building, and the needs of the staff and library patrons--were used in determining the interior design of the new library.

- The interior design of the new library will consider surrounding spaces, lighting, books and other materials, and library patrons as integral to each other.

- The new library will symbolically express the importance and value of learning and knowledge.

- The new library will incorporate interior design features that are known to be successful in the retail merchandising industry. For example, the best practices of successful bookstores will be mirrored in the new library's approach to presenting its materials and services.

- The new library will have an interior design that allows easy supervision by staff yet allows library patrons not to have a sense of being exposed in a large impersonal area.

- The new library will have a gradation of interior spaces ranging from open areas of public activity to alcoves of semi-private activity.

- The new library's interior design will allow library patrons to easily identify staff members and places in the new library where they can get assistance.

Roles and Interrelationships of the Library Building Team Members

The City of Oxnard and the Oxnard Public Library, in response to requests from interested stakeholders, formed the new South Oxnard Branch Library planning committee. The planning committee, comprised of government officials, library staff members, school stakeholders (administrators, teachers, students, and parents), is responsible for providing guidance and advise about the new library, the proposed project to construct the new library, and this application for state funds for the construction of the new library. The planning committee assembled the library building team--a team of government officials, library staff members, architectural professionals, and other related professionals--to prepare the library building program and this application for state funds for the construction of the new library.

The new South Oxnard Branch Library planning committee conducted a comprehensive community library needs assessment that included community surveys (community-based and school-based), community meetings, focus groups, individual stakeholder interviews, and a comprehensive demographic analysis of the library service area. The results of the needs assessment yielded important data, information, and input about the library service needs of the residents of the library service area, including: (1) the existing South Oxnard Center Branch Library is not large enough to adequately or appropriately meet the service needs of the residents of the library service area; (2) the current library collection of 48,177 items translates to a low per capita rate of 0.7 item per resident and needs to be significantly expanded to meet the needs of the library service area; (3) the current library collection cannot expand because of space and shelving limitations at the existing library; (4) the current Spanish collection of 7,416 items translates to a very low per capita rate of 0.2 item per Hispanic resident and needs to be significantly expanded to meet the needs of the library service area; and (5) the space limitations at the existing library are negatively impacting the quality and types of services that can be provided at the existing library. This information and other information were used by the planning committee and the library building team to prepare the library building program and this application for state funds for the construction of the new library.

The members of the library building team worked collaboratively to produce the highest quality of work product. The City Attorney worked with the Public Works Director and

the Library Director to negotiate the site acquisition agreement, to secure preliminary title and title reports, and to review documents associated with the proposed project. The City Attorney also provided legal advice when needed. The Public Works Director served as a technical advisor to the Library Director for the proposed project. The City Manager and the Public Works Director negotiated with the seller of the site for the acquisition of the property. The Public Works Director reviewed all technical documents associated with the proposed project, hired the geotechnical engineer, and assigned staff (traffic engineer, boundary engineer, civil engineer) to assist with the proposed project. The Development Services Director worked with the Library Director to hire the architectural firm. The City of Oxnard Finance Department worked with the Public Works Director, the City Attorney, and the Library Director to evaluate the appraisal report. The City of Oxnard Planning Department worked with the architectural firm to submit CEQA documentation to the County of Ventura, on zoning and parking requirements, and on environmental documents associated with the proposed project. The Oxnard Public Library staff (Library Director, Branch Supervisor, Branch Manager, and other staff members) worked with all library building team members, individually and in group settings. The architectural firm worked with all library building team members to conduct community meetings; present conceptual plans for the new library to the community, City of Oxnard city council, and other interested stakeholders; incorporate comments from interested stakeholders into the design of the new library; and prepare the conceptual design of the new library. The Library Director, Library Systems Analyst, and the Library Literacy Coordinator gathered and analyzed demographic data for the grant application. The Library Systems Analyst and the Library Computer Network Engineer consulted with the Library Circulation and Branch Services Supervisor on the number, type, quantity, and placement of electronic technology and technology workstations.

The four (4) public school districts and the seventeen (17) public schools that are located in the library service area were also involved in the preparation of the library building program and this application for state funds for the construction of the new library. Administrators, teachers, students, and parents completed 1,592 surveys (98.7% were in favor of the construction of the new South Oxnard Branch Library) and participated in focus groups. Important information, including the need for computer usage classes, quiet study areas, and tutoring and homework assistance services was utilized during the design process for the new library.

General Requirements of the Library Building

Occupancy by Staff and Patrons

The branch library's pattern of use is generally less structured than a main public library or academic library. In many ways, the branch library's planning and design need to be similar to a self-service supermarket or bookstore. The key issues are clear movement and orientation routes, easy staff supervision, efficient materials storage, and active enticement of casual users.

Library patrons come to the branch library with different interests as well as different abilities to locate information. Finding a book or a magazine frequently is at random: by browsing, by the reader searching for books by a favorite author, or by the newness of materials. In many cases, the reader locates books and media without consulting a catalog.

Because of the various patterns of public use, it is vital that the library use merchandising strategies to present its book and media collections. This will be accomplished by displaying materials in high traffic areas; using back slant shelving, zigzag shelving, and bin displays; and employing other merchandising and display techniques used by successful retailers. These techniques will be employed throughout the library and not just in the "Display and Slant Shelving Area."

Library patrons' casual book retrieval is often accompanied by sampling in order to make a choice. Having seats and reading surfaces near the shelves supports this need; therefore, retrieval and an immediate check of a book's interest will be possible within the same space. This attention to double activities is one of a public library's characteristics.

However, casual retrieval does not always occur. Some library patrons seek information for a specific need. Individuals pursuing a personal interest often engage in intense and prolonged use of the library's resources. In this situation, the library is analogous to a small-scale research library.

It is also important to note that many readers do not always need the accepted arrangement of a table and chair, particularly if they are reading only one book at a time. Most people reading a book at home do so in an armchair, and so the library has been designed so that a library patron can easily move from a table to a comfortable chair.

The branch library is also a social gathering place for people who enjoy being around other people and for children on their way home from school; therefore, the library will also support a comfortable level of casual conversation in the library and in the large study room. Casual conversation will not disturb people that are utilizing the four (4) small quiet study rooms. By designing these rooms so that they are easy to supervise and are acoustically isolated, controllable group interaction can take place.

Staff public service desks are located throughout the library including the mezzanine. Location of the desks provides sight security throughout the building. The Branch Librarian's office is located near the entrance and behind the Circulation Desk. Staff offices and staff workroom are also located behind the Circulation Desk.

Inviting and welcoming spaces for the public are located throughout the building including the cozy spaces for young readers in the picture books and young reader's section, comfortable seating in the children's room, special dedicated and designed space for teens, inviting mezzanine space for the Spanish language materials, efficient and dedicated spaces for adults including the inviting browsing area, computer center space with state-of-the-art technology, homework center with space for literacy and homework activities, study/conference room for small group interaction, and quiet study room spaces.

Type and Size of Collections

<u>Allocation of the Collections</u>

The collection development plan for the new South Oxnard Branch Library allocates a collection of 104,510 items on 11,298 linear feet of shelving. This collection will include titles in Spanish as well as in English. The collection consists of three categories by material type: the book collection, the multimedia collection, and the periodical collection. The library' book collection will contain approximately 96,250 volumes of interest to adults, young adults, and children. The library's multimedia collection will contain approximately 8,100 items of interest to adults, young adults, and children. The library's periodical collection will contain approximately 160 magazine titles.

The adult book collection, consisting of 46,150 volumes, is divided into the following subcategories: browsing, fiction, large print, non-fiction, ready reference, reference, and Spanish language. The browsing collection will display recently purchased popular volumes, current best sellers, and high interest items on bookstore-type displays which will feature some books' title cover face out. The browsing collection has a capacity of 390 volumes. The fiction collection will include 11,200 hardback and paperback volumes in the following genres: general fiction and classics (5,400 volumes); mysteries (1,200 volumes); romances (1,200 volumes); science fiction and fantasies (1,000 volumes); and westerns (600 volumes). The large print collection of 700 volumes will include popular authors and fiction works as well as mysteries, romances, science fiction and fantasies, and westerns. The non-fiction collection will increase to 25,000 items including books providing current information on specific subjects, biographies, popular topics, recreational interests, literacy, and self-help materials. The resources in the ready reference collection (150 volumes) and the reference collection (1,200 volumes) will include atlases, dictionaries, directories, encyclopedias, almanacs, and local documents that will assist patrons with research. The Spanish language collection will include 7,250 volumes consisting of Spanish fiction (1,500 volumes), Spanish non-fiction (5,000 volumes), Spanish reference (300 volumes), Spanish paperbacks (300 volumes), and literacy (English as a Second Language [150

volumes]). The young adult book collection, consisting of 2,410 volumes, is divided into three subcategories: young adult fiction (800 volumes), young adult non-fiction (650 volumes), and young adult paperbacks (960 volumes).

The children's book collection of 47,690 volumes is divided into the following subcategories: easy readers (1,500 volumes); picture books (10,000 volumes); children's reference (500 volumes); juvenile fiction (8,000 volumes); juvenile non-fiction (16,000 volumes); and juvenile Spanish language (10,790 volumes). The children's easy reader and picture book collections will contain the picture book collection, baby board books, Caldecott Award books, and beginning readers. The children's reference collection consists of encyclopedias, dictionaries, almanacs, atlases, and other resources to assist children with their homework and projects. The juvenile fiction and juvenile non-fiction collections will contain materials of interest to older children (7 through 12 years of age). The juvenile fiction will include Newbery Award books, children's classics, mysteries, historical fiction, sport stories, animal stories, science fiction and fantasies, and contemporary themes. The juvenile non-fiction will include factual material to supplement school projects and homework, science projects, biographies, recreational interests, sports and hobbies. The juvenile Spanish language collection will include children's Spanish picture books (4,090 volumes), juvenile Spanish fiction (1,500 volumes), and juvenile Spanish non-fiction (5,000 volumes).

The adult and young adult multimedia collection, consisting of 6,950 items, will include music, award-winning movies, informational videos, books on tape, computer programs, and Spanish language media kits. The multimedia collection is divided into the following subcategories: audio book cassettes (1,015 items); audio book compact discs (1,400 items); audio cassettes (490 items); audio compact discs (700 items); computer CD-ROMs (210 items); DVDs (600 items); Spanish language media kits (400 items); and video cassettes (2,135 items). The children's multimedia collection will contain audio cassettes with books (350 items); audio cassettes (100 items); DVDs (200 items); and videos (500 items).

The adult and young adult periodical collection will consist of 137 magazine and 6 newspaper subscriptions. The children's periodical collection will contain 15 magazine subscriptions. The South Oxnard Branch Library will not subscribe to microfilm for back issues but rather continue to subscribe to the EBSCO MasterFILE Select online database for full-text magazine articles.

The homework center will provide an area where children can receive help with their schoolwork, write reports on computer word processors, and have the opportunity to use computer tutorials designed to improve basic learning skills. The collection in the homework center will consist of complete sets of textbooks, curriculum support materials, literacy materials, and study materials in English and Spanish languages. It will house a complete set of current school textbooks used in the classrooms for each grade level in the Ocean View School District and Hueneme School District. The collection will also contain basic reference sources in the primary language to help students complete their homework.

The computer center includes classes to teach the use of the library's online catalog, online reference databases, educational and learning software, access to the Internet, word processing, spreadsheet and business plan programs. The collection consists of installed software.

Shelving

Shelving layout and the height of bookshelves influence storage efficiency for the library collection. Six-shelf-high units (full height 82") are recommended throughout the adult and young adult areas, with four-shelf-high units (full height 42") suggested for the reference area. The children's area is recommended to have four-shelf-high units (42") and five-shelf-high units (66") throughout. These shelf heights can be used in conjunction with the table below to calculate book shelf storing capacity. Shelves will be at least 10" deep.

Media	Depth of Shelf	Volumes per Shelf-Foot
Adult Fiction	10"	9.0
Adult Non-Fiction	10"	8.0
Reference	12"	6.0
Bound Periodicals	12"	5.5
Picture Books	12"	20.0
Children's Books	10"	15.0
Display Shelving	12"	2.0

In addition to pure book shelving efficiency, the shelving layout will define reader areas and break up large spaces into more intimate ones. Care will be taken to avoid blocking the staff's view of readers. Rows of shelving will be positioned so that books can be grouped according to the library's classification system.

Flexibility and Expandability

Modular Planning

Over the next several decades, as has been the case in the past, the South Oxnard Branch Library will experience an extensive evolution in collections and services in order to meet patron needs. Though flexibility will be a major feature of the project's design, it will be kept within reason.

Traditionally, libraries have relied on creating large open spaces with a minimum of columns, load-bearing walls or other constraints to modification. While there is no reason to abandon this policy, it must be carefully evaluated along with other priorities (such as the need to provide a variety of spatial areas so that library patrons can choose an area that best suits their need at the time of use).

The building will be designed on the module principle. The module or bay spacing will be as large as the budget will allow and will take into consideration the standard library-

shelving module of three feet. Building columns will be as few and unobtrusive as possible.

Future requirements for collections, services, and technology may dictate changes to the library's present configuration. In order to allow for future reconfiguration or remodeling of the library with a minimum of difficulty, interior load-bearing walls will be minimized.

The library has been planned to accommodate interior volume expansion of the mezzanine.

Attention to column spacing, shafts and other architectural elements will also ensure flexibility and the effective use of space. The standard shelving module is 36" wide and either 10" or 12" deep. All areas (except the reference area and the picture books in the children's area) will use 10" deep shelving. In addition, a 42" aisle width is required between all shelves.

The minimum floor-loading requirement throughout the building is a minimum of 150 pounds live load per square foot.

Other Flexibility Concerns

The building systems within the library will greatly influence long-term flexibility. Lighting fixtures, air ducts and registers, electrical power, and communication linkages for computer terminals will be carefully located throughout the library to permit alternative layouts in the future.

The facility will be planned and wired to accommodate a future small satellite dish and/or microwave communications. A power grid assembled in sections or fiber optic networks will be utilized to provide the power and communications flexibility required for adjustments to the library's internal layout. A raised floor in areas serving a large number of electronic units will also be considered.

Staff Efficiency and Visual Supervision

A branch library of this size must be designed to operate efficiently and effectively with the assigned staff. Budget limitations in excess of the staffing positions included in the project operating budget might preclude the possibility of additional staff during the first few years of operation. Effective and efficient operation means offering a service-oriented program in which the building's design eliminates time-consuming tasks for staff. The improved telephone and paging system will provide multi-access points throughout the library thereby allowing the staff to respond more effectively to patron inquiries.

Intimate-feeling spaces with good visibility will enable the staff to provide supervision to support public safety in the library. It is also easier for the public to understand the

building's layout and the location of materials. Directions for locating materials and programs will be easy to give because most sections are visible from every key point in the library.

The library's design will promote visual control and supervision by staff. However, the public will feel only a general sense of control without it dominating their experience. It is very important that most, if not all, areas of the branch library be visible from the information and circulation desks. Where this is not possible, a digital recording surveillance system will be used to monitor areas hidden from public service desks. Visual supervision will be supported through the careful layout of furniture and equipment as it relates to the combination reference/children's desk and circulation desks, Branch Librarian' office, information desk on the mezzanine floor, entrances, and exits.

A combination adult and children's information desk supports efficient staffing by allowing staff to circulate and monitor library activities and to maintain a presence at the desk and secure both the adult and children's areas. Location of the combination information desk and the circulation desk will allow clear sight lines and visual control to the children's areas, reference areas, young adult areas, fiction areas, non-fiction areas, browsing areas, media areas, computer center, study rooms, and homework center.

The circulation desk and the information desk will be visible from the public entrance. Emergency exits will also be visible to patrons and staff in all areas and will be alarmed to alert staff to unauthorized egress.

Energy Efficiency and Sustainable Design

The new library building will take full advantage of northern daylight for natural lighting during daytime hours, and the southern exposure will support a passive solar energy system. To minimize the cost of heating and cooling the building, solar collectors will be evaluated for hot water heating, and floor, wall and ceiling insulation will equal or exceed code requirements. Sustainable design will be incorporated into the planning of the building as much as the budget allows. Some considerations include the following:

- Provide windows that open to allow natural ventilation and cooling.

- Use construction materials that are minimally toxic and non-carcinogenic.

- Use recycled construction materials as much as possible.

- Use materials that minimize growth of fungi, such as mildew, mold, and bacteria.

- Use nontoxic paints such as certain latex brands that are virtually VOC (volatile organic compounds) free.

- Use all natural carpet, and open windows to increase ventilation during and after carpet installation.

- Choose office furniture made from nontoxic materials, such as solid wood, aluminum, or steel. If upholstered chairs are used, they will be covered with natural fabrics, such as cotton or wool. Chair arms will not be upholstered.

- Place copy machines so ozone emissions flow outside.

- Install fresh air vents at roof level instead of at street level. Stainless steel bird guards will be installed on horizontal ceiling air vents to prevent birds from settling on the grates and polluting the shafts below.

- Provide a high efficiency air filtration system with pre-filters and final filters. Filters will be easy to replace by library staff.

- Provide ventilation with outside air at a minimum of 20 cubic feet per minute (cfm) per person.

- Use plants inside to help clean the air. Plants' soil and root systems contain microorganisms that digest organic chemicals. Beneficial plants include bamboo, English ivy, spider plants, golden pathos, and mums.

- Develop the landscape and architectural plan using exterior native plants and materials that are drought-tolerant.

Fenestration

Natural Light

Windows provide an important psychological benefit to patrons visiting the library, as they enjoy looking out at the sky, trees and street activity. There is also greater visibility for passing pedestrians or nighttime auto travelers. Windows also decrease daytime lighting needs. To maximize available daylight, book stacks will be placed perpendicular to the exterior window walls. However, direct sun or glare on books and patrons is undesirable, and east or west facing windows will be screened to avoid direct sun exposure. This can also be accommodated by the careful placement of windows in relation to building masses (which can provide shading), and by the use of interior decorative window covering and exterior architectural screen element treatments. By contrast, north-facing windows provide desirable natural light without the detrimental effects of direct sun exposure. In general, they should be located so they will not interfere with shelving and furniture. Clerestory windows and skylights are also effective, although they may increase the risk of leakage problems over the life of the facility. While direct sunlight will be avoided, appropriate use of windows and

fenestration can animate the library space throughout the day with changing patterns of light.

Doors and Windows

The maintenance personnel at the City of Oxnard have specific guidelines for doors and frames, storefronts, windows, hardware, and keys and keying in city buildings. The architects will meet with City of Oxnard representatives early in the project to obtain their requirements. Building maintenance personnel will be involved throughout the project to ensure that they can easily maintain the equipment and materials used.

- Doors will be equipped with a high-quality closing mechanism to minimize noise levels and allow easy exit and entry. Alarmed emergency (panic) doors will be monitored by circulation desk staff.

- Operable windows in high locations (clerestories etc.) will be mechanically operated with controls at the staff desks.

Space Finishes

The floor finishes will be stained resistant, dirt repellant, durable, attractive and as maintenance-free as possible since they will get heavy traffic. Wall finishes will be mark resistant, attractive, durable, and easy to clean.

Access for the Disabled

The building will conform to local building codes and standards for use as a public building. The specifications of the American Standards Institute, Inc., *American National Standards for Buildings and Facilities - Providing Accessibility and Usability For Physically Handicapped People,* A117.1 - 1986 will be consulted, and plans will conform to provisions of the Americans with Disabilities Act of 1990 (ADA) as set forth in the Federal Register.

Aisles in the stack areas will comply with accessibility requirements. Side aisles, which run parallel to stack sections, will be no longer than twenty (20) to twenty-one (21) feet without a cross aisle provided to break up the side aisles. Both side and range aisles are required to be forty-two (42) inches wide. Main aisles are principal access routes, which run a single-faced section of stacks and run perpendicular to side aisles, and will be a minimum of forty-two (42) inches wide. Shelving height is unrestricted unless staff will not be available, and then it is limited to fifty-four (54) inches above the finish floor.

A minimum of five (5) percent, but no less than one (1) of all fixed or built-in seating, tables, counters, or carrels, will meet accessibility requirements. A minimum of thirty (30) inches wide times forty eight (48) inches deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or

another clear floor space. The knee space will be at least twenty-seven (27) inches high, thirty (30) inches wide, and nineteen (19) inches deep. The top of the table, carrel, or counter shall be from twenty-eight (28) inches to thirty-four (34) inches above the finish floor.

Data jacks and power receptacles for portable computers or other electronic equipment will meet the criteria outlined in the Telecommunications Space Detail.

Public computers and telephone systems will provide accessibility by providing adaptive devices for people with low vision, blindness, hearing impairment, and physical disabilities:

- A hearing loop in the computer center will allow individuals in the loop to receive amplified sound fed via earphones.

- Counter loops on the combination information and circulation desk will be used to communicate with hearing impaired individuals, and portable FM systems will be used to communicate with them for services away from the service desks.

- Public telephones will have volume adjustments.

- Visual screen reading software, such as JAWs, will be used with a headphone on a computer in the reference collection and seating area, the mezzanine, the homework center, and the computer center.

- Braille signage will be provided throughout the building.

- Trackballs will be placed on a computer in the reference collection and seating area, the mezzanine, the homework center, and the computer center to assist individuals with poor hand coordination.

An elevator will transport individuals from the first floor to the mezzanine.

Acoustics

Surfaces will be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in a particular space from spreading throughout the library. A white noise and/or sound masking system will be explored to provide appropriate environment in selected locations throughout the building.

Heating, Ventilating and Air Conditioning (HVAC)

The following recommendations will be incorporated into the mechanical design of the building:

- City staff, and/or the city's vendor responsible for maintaining the building, will be involved in reviewing the specified equipment with the architectural firm's mechanical consultant in the initial phases of design.

- City staff, and/or the city's vendor, will review any energy management system specified for compatibility with existing city systems.

- There will be 100% compatibility between the building automation system and the HVAC equipment. No inter-phasing equipment will be used.

- The building automation system will be able to receive information from a pulse meter supplied by the utility company.

- Computers specified to accompany the building automation system will be the latest technology and have a local distributor for warranty service. Dumb terminals are not acceptable. Systems will be compatible with the current City standard of operating system as outlined in the City Information Technology Master Plan and be accessible via communication software program approved by the city staff over local and wide-area networks and via the Internet.

- All building automation systems will be able to dial out alarms, have a dedicated telephone line, and have a modem. A dedicated phone line will be available for use by the building automation system at time of phone installations.

- Only the latest models of HVAC equipment will be used. The newest version of the equipment will be installed if updates to the designed automation system are to be made at the time of installation.

- City staff, and/or the city's vendor, will consult with the project engineer during the design and construction phases and participate in the final walk-through.

- Safe and unobstructed access will be provided to all HVAC units as specified in manufacturers' operation and maintenance (O&M) manuals.

- No refrigerant lines or HVAC ducting will be installed below grade or within a concrete slab.

- The utility supplier will use natural gas for heating if it is available at the street.

- All refrigerants will be CFC safe.

- All refrigerators will be free standing.

- Only standard-sized filters will be used for easy maintenance and access.

- All thermostats will be covered with a metal locking cover. Programmable thermostats will not be specified.

- A system time clock with battery back-up will be installed.

- Air balancing of the system will be contracted separately and not be part of the mechanical contract. City staff and/or the city's vendor will verify the accuracy of the balancing performed by the contractor.

- The manufacturer's representative and/or mechanical engineer will train city staff and/or the city's vendor on the operation and maintenance of all HVAC equipment and provide a simplified training to library staff.

- City staff, and/or the city's vendor responsible for maintaining the building, will have O&M technical manuals for all systems and components.

- Building Automation and Control Networks (BACnet) will be considered. BACnet is a protocol for all building automation needs and is the industry standard. It enables compatibility between functions, equipment, and controls from a variety of manufacturers.

Illumination

Libraries require excellent illumination and lighting control in public and staff areas. Lighting is more important to libraries than other public buildings, and its effectiveness will be a major consideration in determining public comfort in the building. Despite its great importance, there are few well-lit libraries in the United States.

Prior to the energy crisis, library lighting, like virtually all commercial lighting, was increasing in brightness and in foot-candle power. This trend has been reversed, but lighting remains a major concern of library planning. Fluorescent lights reflected back to the ceiling to create *a* low-glare ambient light are recommended, although downward task lights at reader areas throughout the library are also needed. Illumination will be relatively warm in color but not necessarily even throughout the library. If finances necessitate lighting compromises, then it is preferable to reduce the lighting's intensity rather than using fixtures that produce glare. Good quality low-intensity light is preferred over poor quality high intensity light. Special attention will be paid to lighting over stack areas, ensuring flexibility in the future arrangement of shelving and adequate lighting to illuminate the lowest shelf area. Light fixtures attached to stacks have worked well in library installations, as have individual lighting for some of the reading tables. Careful specification can minimize the loud hum of fluorescent lights.

General Lighting Guidelines

- Maximize use of day lighting and integrate into electric lighting schemes.

- Provide light colored surfaces, particularly in the stack areas.

- Use task lighting at tables.

- Use occupancy sensors for switching fixtures off whenever possible.

- Use dimming systems that are coupled to the amount of daylight within the space.

- Increase the reflectance of walls (within contrast ratios).

- Reduce glare by correct selection and placement of fixtures.

- Allow no more than ten (10) different lamp types at the building and site.

- Minimize the number of decorative and display lights.

- Provide a combination of lighting types. Include both general diffuse (indirect) and direct lighting.

- Avoid large brightness ratios. Brightness is a function of reflectance and illumination so the brightness level is controllable through good design.

- Provide fixture locations that allow the staff to easily replace lamps.

Illumination Levels

The amount of light, expressed as foot-candles, required for a specific task is influenced by the following factors:

- The tasks to be accomplished. Staff and patrons' working and reading needs will be considered.

- The age range of the patrons. Specialized lighting levels catering to different age groups will be considered.

- The accuracy required for the tasks. Supplemental illumination will be considered for areas where detailed work is accomplished.

- The reflectiveness of the room.

- The colors of interior building surfaces.

- The illumination provided by skylights, clerestories and vertical windows.

- The contrast ratios between adjacent surfaces and natural sources of illumination.

Lighting Levels

- **Reading Areas.** Fifty (50) foot-candles average, measured horizontally at desktop and augmented with task lighting carrels and tables where appropriate.

- **Stacks.** Twenty (20) foot-candles minimum sustained uniformly at floor level.

- **Small Conference or Study Rooms.** Thirty (30) to forty (40) foot-candles average, measured horizontally at desktop.

- **Staff Areas.** Fifty (50) foot-candles average on desks or worktables, measured horizontally at desktop.

- **Study Rooms, Homework Center, and Computer Center.** Forty (40) foot-candles average with all lights on, and with separately controlled lighting for the podium or front of the room.

- **Parking Lot.** 0.6 foot-candles minimum measured horizontally on pavement, to achieve a 4:1 average to minimum ratio, and with no spill light on adjacent properties. Lighting will be sensitive to neighbors, have a higher illumination level adjacent to the building and paths, and have a flexible control system that staff can adjust.

Light Switching

All general public areas of the building are to be switched from panels at the circulation desk and/or workroom. No switches are to be in general public areas. The switching panel will be readily identified and contain legends to facilitate staff use. The switching panel will use multiple switches to allow variable light volume in each major area and will provide for switches and circuit breakers. There will not be automatic on and off switches in the restrooms.

Night lighting and emergency lighting systems will be separate from the general lighting pattern and switched separately. The night lighting will illuminate the building after hours. The system will contain a light switch adjacent to the staff exit to provide for safe staff egress.

Lighting fixtures in public areas will provide adequate light levels regardless of shelving and/or seating arrangements.

<u>Light Fixtures</u>

The number of lighting fixture types will be kept to a minimum, and re-lamping ease will be a major consideration in fixture selection. Standard four-foot fluorescent tubes are most desirable.

Fixtures will be located in accessible areas where it is possible to re-lamp the fixture off a 10-foot ladder. Indoor and outdoor fixtures will also be as vandal-proof as possible.

Power and Data Communications

<u>Power and Data Distribution</u>

Even with energy conservation methods, the demand for electrical energy in libraries will continue to increase over the useful life of the building. Electrical systems will provide for future flexibility.

Convenience outlets should be provided for standard electrical equipment, such as floor vacuums, scrubbers, polishers, clocks, computer terminals, and audio-visual equipment. Outlets away from walls and pillars should be flush-floor mounted and capped. Floor monuments are unacceptable.

Instead of affixed floor outlets, a raised flooring system should be considered in all areas that may need electrical or communications relocation over the life of the project. It is suggested that additional empty conduit be run to areas in the library that may require electrical power or communications equipment in the future. The "sweep" on conduit runs will be gradual enough to accommodate fiber optic, coaxial cables, and twisted pair wires.

Under-floor conduit or ducts are required in public reading areas, service desks, study rooms, homework and computer centers, in shelving areas where online public access catalog workstations will be located, and staff workrooms. Library staff must review the exact type and location of the system used. Prior to pouring floors, or enclosing conduit in walls, the architects, contractors, representatives from city of Oxnard and library staff should tour the site to ensure that outlets are properly placed.

Every seat and workstation in the library should have access to a duplex receptacle for power, and data communications and/or telephone outlets. All outlets should provide duplex power receptacles, and at least space for four data ports (coaxial, fiber, and twisted pair wires, with a box large enough to accommodate all four types of wire). At minimum, a 1" dedicated conduit with a home run from each and every data outlet to the telecommunications room is required, and a ¾" conduit is required for power. Automated systems require dedicated telephone lines.

Each staff workstation should have three to five duplex outlets, and four data communications/telephone outlets. All cords and cables should be protected and out of site. Dedicated lines should be provided for equipment requiring them. A backup power system should be considered.

Power and Data Communications

For libraries today, a high-speed flexible data network is critical for effective communication. Technology is changing so rapidly that what was cutting edge a couple of years ago may be inadequate to run today's applications. Telecommunications now include voice, data, and video transmission of information. Building monitoring systems include fire/security, audio, environmental and other intelligent building controls. A variety of systems carry this information, including fiber optics, specialized copper data cabling, microwave and radio wave.

The expected useful life expectancy of the new South Oxnard Branch Library is at least 50 years. Software, hardware and communications equipment, in contrast, have life spans of one to five years. To accommodate the library's evolving needs and programs, continuous improvements, additions and changes may to be required. To enhance the useful life of the building, a generic structured cabling system capable of running any voice or data application foreseeable is required. The cabling system will likely be required to serve many generations of hardware and software. The library should be wired for cable television and sound and be linked to an existing or future city fiber optics system. This is a requirement for the computer center and all other electronic workstations in the building.

Fiber optics is recommended for inter-connecting between network distribution facilities (telecommunications closets) due to its inherent upgradability to support future high speed networking standards. It carries more data with high reliability and therefore creates a high-speed, highly reliable network backbone that can support future data communication standards. Connections from the network distribution facilities and the electronic technology workstation location will be made with Category 5e (Cat5e) or latest version cables. Any other cabling part (wall sockets, patch cables, patch panels) will be of Cat5e or latest version grade. Category 5e is an improved version of the category 5 unshielded twisted pair (UTP) standard. It provides better reliability by having a lower "noise to data ration" and is a basic part of the required telecommunications standard known as 1000BaseT or known as Gigabit over copper. When these speeds of data communications are required for delivery of data or software to the workstation, Cate5e will fulfill this need. Cat5e is the most affordable, robust and flexible solution for these telecommunications connections.

It is vital that great care be taken to ensure compatibility between the location of equipment and power and data outlets. The outlets required at each workstation were described above.

- A structured cabling system recommended to serve the building consists of a number of functional inter-related subsystems.

- A locked, dedicated, enclosed room is required with plywood termination field provided on two walls. The plywood should be 3/4", with dimensions of 8' high x 39" wide.

Building Entrance Facilities

Building entrance facilities provide the point where outside cabling interfaces with the inter-building backbone cabling. The entrance facilities may be used for public network services, private networked customer services, or both. The demarcation point between carrier and customer, and over-voltage protection devices, are located here. The entrance facilities consist of a termination field interfacing any outside cabling to the inter-building backbone cabling. The local telephone carrier typically is required to terminate cabling with 50 feet of building penetration and to provide primary voltage penetration.

Equipment Room

An equipment room is essentially a large telecommunications closet that houses the main distribution frame, PBXs, secondary voltage protection, etc. The equipment room is often appended to the entrance facilities or a computer room to allow shared air conditioning, security, fire control, lighting, and limited access.

The following are recommendations concerning the specifications for the equipment room at the new South Oxnard Branch Library:

- **Size.** Provide a room of at least 150 square feet of floor space. The rule of thumb is to provide 0.75 square feet of equipment room floor space for every 100 square feet of user workstation area.

- **Location.** The room should be located away from sources of electromagnetic interference (transformers, motors, induction heaters, theft detection systems, etc.) until interference is less than 3V/m (volt per meter-unit of electrical strength) across the frequency spectrum. The room should be an area that is not subject to floods.

- **Perimeters.** The room should not have false ceilings. All surfaces must be treated to reduce dust; walls and ceilings should be painted white or a pastel color to improve visibility.

- **Limited Access.** Single or double (36' x 80") lockable doors are required to limit access.

- **Sole Use.** No piping, ductwork, mechanical equipment or power cabling should be allowed to pass through the equipment room. Unrelated storage should not be allowed in the room.

- **HVAC.** The room should be maintained 24 hours/day, 365 days/year. The temperature should be 64°-75°F, with 30%-55% humidity and with positive pressure.

- **Lighting.** Light fixtures should be approximately eight feet high and maintain 50 foot-candles at three feet above the floor.

- **Electrical.** A minimum of four dedicated 20A, 100 VAC duplex outlets on separate circuits are required. Convenience duplex outlets should be placed at six-foot intervals around the perimeter of the room. Emergency power should be considered and supplied if available.

Intra-Building Backbone Cabling

Within a building, the intra-building backbone pathways extend between the entrance facilities, equipment room, and telecommunications closets. It is recommended that the backbone cabling be an optical fiber cabling system.

Telecom Closets

Recommended telecom closet sizing is 10' x 11' for each 10,000 square-foot area served. The telecom closet may be combined with the equipment room if the distance to a work area is less than 260 feet, or if the floor area served by workstations exceeds 10,000 square feet. In the South Oxnard Branch Library, the equipment room and the telecommunications closet may be combined. However, this determination is the responsibility of the city's systems provider, the architectural firm, and the library.

Power lighting, air conditioning and limited access are required in the telecom closet. There must be a minimum of three 4-inch fire-stopped backbone sleeves in the floor at the left side of a plywood termination field, which is ideally located near the door. A fire extinguisher is also required in the room.

Horizontal Pathways

Horizontal pathways extend between the telecommunications closet and the work area. The designer will specify the pathway to be used in the area. The most common pathway is running cable bundles from the telecom closet along j-hooks suspended above a plenum ceiling, then fanning out once a work zone is reached. At this point, the cables are dropped through interior walls, support columns or raceways, and terminated at an information outlet (I/O). Other options include the following:

- **Under-Floor Duct:** Single or dual level rectangular ducts are imbedded in greater than 2.5-inch thick concrete flooring.

- **Flush Duct:** Single-level rectangular ducts are imbedded flush in greater than one-inch thick concrete flooring.

- **Multi-Channel Raceway:** Cellular raceway ducts capable of routing telecom and power cabling are separately imbedded in greater than three-inch thick reinforced concrete.

- **Cellular Floor:** Preformed hollows, or steel lined cellular, are provided in concrete. Header ducts from the telecom closet are arranged at right angles to the cells.

- **Trench Duct:** A wide, solid tray fitted with a flat top and lined with gaskets is embedded flush with the concrete finish. Sometimes the tray is divided into compartments.

- **Access Floor:** Modular floor panels are supported by pedestals for use in computer and equipment rooms.

- **Conduit:** This is used only when outlet locations are permanent, device density is low, and flexibility (future changes) is not required. The library does not fit these criteria.

- **Perimeter Pathways:** This option includes surface, recessed, molding, and multi-channel raceways.

- **Flush combination power/telephone, data floor boxes:** This is a series of floor boxes strategically located at all critical workstations, as determined by library staff and the architect. Boxes need at least two 1" conduits (power and data), with the data conduit returning to the telecommunications closet.

Cabling

A star topology structured cabling system should be used. Each work-area telecommunications outlet must be connected to a cross-connect in a telecommunications closet. All cables from a floor or area in the building, therefore, return to one central point for administration. Each telecommunications closet must be star wired back to the equipment room.

Determining the type of media used is one of the first issues to address when planning or developing a structured cabling system. The following are popular media options the library can use:

- **Unshielded Twisted Pair (UTP).** Unshielded twisted pair cables resemble telephone cables but are higher-grade quality and used for data communications. Category 5e (Cat5e or latest version) grade of network cables should be used for all copper cabling runs. Also, any other cabling part (patch cables, patch panels, wall jacks) should be of Category 5e (or latest version) grade. Category 5e is an improved version of the Category five and has a better 'noise-to-data' ratio and is rated to run at 150MHz. In addition, it supports an emerging stander called 1000BaseT or Gigabit over copper that can transmit data 10 times faster compared to current

standards. Recommended Specifications: Four-pair, 24 gauge, 100 Ohm copper cable rated at 350MHz (*Cat5e Specifications).*

- **Shielded Twisted Pair (STP)** – Shielded Twister Pair is a special grade of cabling that has an additional protective layer or 'shield' that protects the copper cables from any interference that can disrupt the signal it's carrying. STP cabling is mostly used in manufacturing facilities where large equipment can give off strong amounts of electro-magnetic inference (EMI) that can cause poor or no network connections. It is more expensive than standard UTP cabling and the necessary equipment used to support it isn't common. Recommended Specifications: Two-pair, 22 gauge, 150 Ohm copper cable

- **Single-mode and Multi-mode optical fiber** – fiber optics is the cutting edge in terms of network cabling technology. It offers faster, more reliable connections over long distances (1km or more). Fiber optic cables are commonly used to interconnect network distribution facilities (network closets) forming a high speed, highly reliable network backbone. Although possible, it is not common practice to connect workstations using fiber optics due to the inherent frailty of exposed fiber optic cables and the cost associated in acquiring the necessary equipment to support it on each workstation.

Telecommunications Outlets

Each seat in the library will have a minimum of four information outlet ports and two power outlets. Every seat should be considered a workstation and equipped with a telecommunications outlet. The minimum requirement is a 1" dedicated conduit with a home run from every data outlet to the telecommunications room, and a ¾" conduit is required for power. The following are the required cabling outlets:

- **Voice:** 100 Ohm UTP for Voice, T568A or T568B wiring.

- **Data:** 100 Ohm UTP four-pair, 150 Ohm STP 2-pair, or 62.5/125um fiber for data.

Work Areas

The work area components extend from the telecommunications outlet to the station equipment. Work area wiring is designed to be relatively simple to interconnect so that improvements, new equipment, and changes are easily managed. Work area components include the following:

- **Workstation Equipment.** Comprised of computers, telephones, television receivers, networked printers, networked fax and copiers, etc.

- **Patch Cables.** Modular cords, PC adapter cables, fiber jumpers, etc.

- **Adapters.** Baluns, etc. Adapters must be external to the telecommunications outlets.

<u>Wireless</u>

Wireless local area network solutions have been around for a number of years but the costs of implementation and support and the lack of a unified standard had limited their deployment only to large corporate networks. Recently a standard called IEEE 802.11b, also known as 'Wi-Fi', has become very popular due its relatively low implementation cost and support and faster transmission speed compared to older wireless technology. Unlike infrared, which needs an unobstructed space for it to work, Wi-Fi is based on technology similar to what cordless phones use in that it creates a broadcast sphere that can penetrate through objects to a certain degree. Wi-Fi is also a standard that is widely supported by dozens of major equipment manufacturers giving interoperability and interchangeability between equipment. A newer standard called IEEE 802.11a has also been introduced that will further transmission speeds to almost as fast as copper-based cabling as well as adding better security features. Although it is possible to use only wireless technology for network connections, it's common practice and highly recommended to use Wi-Fi wireless technology only to augment and not replace high-speed copper and fiber-based network infrastructure. Adding a wireless network will give the library the flexibility to add or relocate workstations as needed.

<u>Public Address System</u>

A public address system is an essential part of the library's communication equipment. It will provide a channel for emergency messages or announcements for clearing the building of patrons at closing time or during emergency evacuations. Microphone input should be provided at the information and circulation desks, and speakers should be located throughout the library.

Security Systems

<u>Security Issues</u>

Library visitors can create a number of problems in libraries, including the following:

- Stealing or defacing materials.

- Causing disturbances or perpetrating anti-personnel offenses such as rape, molestation, kidnapping, murder, robbery, drug use, and trafficking in illegal substances.

- Vandalizing the building.

- Committing arson.

- Penetrating non-public zones of the library.

- Misusing restrooms.

- Occupying the facility and/or grounds after hours.

- Abusing technology.

To circumvent these problems, the library's architectural firm will optimize space planning and visual surveillance. Entry and interior considerations include the following:

- One entrance/exit point near the circulation desk .

- Adequate lighting throughout, including walls, stairs, and corridors.

- Security sensing/screens

- Stack orientation that allows maximum supervision and minimizes remote and secluded spaces.

- Alarmed emergency exits.

- Appropriate fenestration from staff work areas onto public spaces.

- A security code system or electronic access to limit public access to non-public areas.

- Staff lockers and lockable personal drawers at workstations.

- Policies for staff response to various security and emergency scenarios.

- Direct sight lines from service desk to entrance and restrooms.

- Motion detectors with alarms in storage areas, ceiling plenums, and mechanical rooms.

- Easily monitored locations for highest traffic functions such as copiers, children's area entry, computer lab, and popular materials browsing.

- Secure attachment of movable equipment to furniture.

- Sufficient staff to monitor areas of the library when open to the public.

- Audible and visual emergency warning alarms are required to meet ADA guidelines.

Exterior security considerations include:

- Good exterior lighting for parking, staff entrance, and surrounding landscape.

- Vandal-proof lighting fixtures and anti-graffiti coating exterior surfaces. Anti-graffiti coatings shall be self-sacrificing type with a matte finish.

- Hard surfaces that discourage skateboarding.

- No walls or alcoves that can hide people.

- No secluded patios or alcoves where people can sleep at night.

- Surveillance cameras and monitors for areas the staff cannot observe directly.

- Staff public service desks are located to enhance surveillance of remote public areas.

- The landscaping will not contain loose rocks or other materials that can be used to vandalize the library.

Fire Safety and Security

Due to increases in malicious vandalism at libraries, including fires, the proposed building will be designed with adequate protection. Fire detection systems, including heat and smoke detectors, will be used throughout the facility. The alarm system will be connected to the fire department for immediate response and have a communicator to allow alarm company monitoring.

- There is serious potential for fire damage through the book drop. The book drop will be equipped with sprinklers and immediate freeze-drying technology to mitigate any water damage to books.

- Fire extinguisher/hose cabinets, alarm control panels, sprinkler valve systems, and other equipment that require periodic inspection and/or testing should be placed where they are easily accessible to authorized personnel without disrupting library activities or becoming an attractive nuisance to teenagers.

- To reduce opportunities for breaking and entering after hours, a night lighting system will be provided as well as glass breakage sound detectors and/or infrared motion detectors. A security system to monitor unauthorized entry into the building will be installed with a security monitoring company that has direct links to the Public Safety Departments.

- A digital recording surveillance system with a station at the circulation desk and the staff workroom is desired. All public areas of the building, including outside locations, will be monitored by the system. After hours, this system can be remotely monitored by the City of Oxnard Police Department over the Internet in response to alarms.

- A book theft detection system is required in the building. In general, such systems at the entry/exit area are cost-effective, even for small libraries. However, it is important to incorporate these systems into the facility's interior design and/or architecture to minimize their intrusiveness on public users.

- Metallic or magnetic objects cannot be located close to the book theft detection system. If metal studding is used in the building, wood studding must be used near the book theft detection system. Computer terminals and any other equipment that emits an electro-magnetic signal will be located away from the theft detection system as well.

Graphics and Signage

Graphics and signage will be an integral part of the building's design. Interior signage will be incorporated with the layout of service areas to emphasize and reinforce the logical arrangement of functions and spaces, and directional signage will include all major collection categories. The following are the sign requirements:

- All signs will meet ADA requirements.

- Classification numbers and letters at the end of stacks or in any location will identify each shelving area and will be attractive. The staff will be able to easily modify the numbers and letters without losing their graphic integrity.

- Staff will be able to modify all signage throughout the building with a minimum of expense and effort.

- Signs will be proportional to the distance from the users, and all signs will be sequentially positioned to facilitate self-service.

- Signs will use consistent terminology.

- Signs will include directional sign.

- Signs will include identification signs.

- Signs will be reasonably vandal-proof.

- Signs will be positioned and designed to avoid injuries.

- The library's interior mounted signs will be easy to read

- The library's exterior monument sign will be easy to read when approaching the library.

Audio-Visual Systems

The public address system in the library will provide safety measures and support mass audio communication with those inside the building for emergency announcements, standard closing, and program announcements in English and Spanish. Speakers will be located in areas of the building so that emergency announcements will be heard above the general sounds in a library. In addition, speakers will be located so that announcements will be audible in the enclosed quiet study areas, the computer and homework centers, and the staff areas.

The new South Oxnard Branch Library will be equipped with audio-visual capabilities for computer-based webcasts and distance learning in the computer center. The computer center will be equipped with a sound system which will allow general safety announcements at all times but which can also be isolated from general announcements for presentations of webcast conference/meeting sessions, distance learning, and other interactive group sessions. This system will allow for voice-over-IP (over the Internet) audio-communications and video-telecommunications-over-IP capabilities to support these interactive sessions.

Furniture and Equipment

The master list of furnishings and equipment are on pages 32-28 from the *Libris Design Building Program.*

Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq.

Inventory Items:

Atlas Case	1	25	25
AV Bin, Depressible	1	20	20
AV/Technology Equipment Cart, Large	2	20	40
Bar Code Reader, Fixed Mount	7	0	0
Book Bin, Depressible	1	0	0
Book Bin, Depressible	1	20	20
Book Truck	8	10	80
Bulletin Board	6	0	0
Cabinet, AV Equipment	1	15	15
Cabinets, Above Counter	29	0	0
Cabinets, Below Counter	12	0	0
Cabinets, Full Height (Lockable)	12	5	60
Carpet Cleaning Machine	1	5	5
Carrel, Tutoring, Systems Furniture	3	50	150
Case, In-Wall Display	1	0	0
Cash Register	1	0	0
CD/Cassette Tape Player	2	0	0
Chair, Café	4	0	0
Chair, Child's	16	0	0
Chair, Conference Room	4	0	0
Chair, Conference Room	10	1	10
Chair, Group Study	30	0	0
Chair, Juvenile	8	0	0
Chair, Lounge	57	35	1,995
Chair, Lounge	4	40	160
Chair, Reader's	56	0	0
Chair, Reader's	4	5	20
Chair, Supervisor's	1	0	0
Chair, Task	17	0	0
Chair, Technology Workstation	12	0	0
Chair, Technology Workstation Task	37	0	0
Change Machine (Bill & Coin)	1	3	3

Furniture and Equipment	UNIT EXTENDED QTY	UNIT Sq. Ft.	Sq.

Inventory Items:

Cleaning Cart	1	15	15
Clock	8	0	0
Coffee Maker/Urn	1	0	0
Commode	6	0	0
Computer Monitor, 15" Flat Panel Plasma	51	0	0
Computer Server, Mini (CPU)	2	0	0
Computer Stand	1	20	20
Computer, OPAC Desktop	10	0	0
Computer, Public Desktop	49	0	0
Computer, Staff Desktop	16	0	0
Console, Computer System	1	0	0
Copier, B&W Freestanding	1	50	50
Credenza	1	30	30
Cutting Board, Kitchen	1	0	0
Desk, Branch Manager's	1	65	65
Diaper Changing Counter	1	0	0
Dictionary Stand	1	10	10
Dictionary Table Top Stand	1	0	0
Directory	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
DSU/CSU Telecommunications Device	1	0	0
DVD Player	1	0	0
FAX Machine, Desktop	1	0	0
File Cabinet, Vertical (Four Drawer)	1	14	14
File Cabinet, Vertical (Two Drawer)	9	14	126
Fire Extinguisher, Halon	1	0	0
First Aid Kit	1	0	0
Flat File	1	40	40
Garbage Bin, Interior	1	15	15
Hand Dryer	3	0	0
Hand Truck	1	4	4
Headphone, AV	4	0	0
Hot Water Urn	1	0	0
In & Out Board	1	0	0

Furniture and Equipment	QTY	UNIT EXTENDED Sq. Ft.	UNIT Sq.

Inventory Items:

Furniture and Equipment	QTY	Sq. Ft.	Sq.
Key Cabinet	1	0	0
Kitchen Unit	1	25	25
Label Maker	1	0	0
Ladder, Extension	1	0	0
Ladder, Step	1	2	2
Locker	8	2	16
Mail Boxes, Staff	1	30	30
Mat, Anti-fatigue	3	0	0
Microwave Oven	1	0	0
Mirror	1	0	0
Mirror, With Shelf	3	0	0
Mop Bucket	1	4	4
Paper Cup Dispenser	1	0	0
Paper Cutter	1	0	0
Paper Towel Dispenser	6	0	0
People Counter, Electronic Eye	1	0	0
Plaque, Dedication	1	0	0
Postage Meter/Scale	1	0	0
Printer, Ink-Jet (Color)	4	0	0
Printer, Laser (B&W)	5	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Printer, Receipt	3	0	0
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted	1	0	0
Puppet Theater	1	50	50
Queuing Space (Per Person)	8	6	48
Rack, Computer / Communications Equipment	1	30	30
Rack, Literature Display Handout	1	0	0
Recycling Bin	2	15	30
Router/Switch	5	0	0
Safe, Data / Tape Carrier	1	0	0
Safe, Floor	1	0	0
Security Camera, Color	7	0	0
Security Mirror, Convex	4	0	0
Security Monitor, Color	1	0	0

Furniture and Equipment	QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq.

<u>Inventory Items:</u>

Furniture and Equipment	QTY	UNIT Sq. Ft.	EXTENDED Sq.
Security System Book & Media Resensitizer	2	0	0
Security System Book Desensitizer	2	0	0
Security System Book Resensitizer	1	0	0
Security System Desensitizer/Resensitizer	2	0	0
Security System Gates, Inventory Control	1	0	0
Security System Media Desensitizer	2	0	0
Security System Media Resensitizer	1	0	0
Self Check-Out Counter	1	30	30
Self Check-Out Machine	1	0	0
Server, Desktop / Rack Mount	1	0	0
SF 84" H Steel Shelving W/ 7 Shelvs	7	3	21
Shelving, DF 58"h Bookstore Display	4	32	128
Shelving, DF 90"h Steel W/14 Shelves	6	18	108
Shelving, Industrial	7	15	105
Shelving, SF 70"h Wood W/ 5 Shelves	1	14	14
Shelving, SF 84"h Steel W/ 6 Shelves	12	12	144
Sign, Announcement	1	0	0
Sink	2	18	36
Sink And Counter	3	0	0
Sink, Mop	1	0	0
Soap Dispenser	5	0	0
Sofa (2 Seat)	1	55	55
Speakers, Pair Powered W/Amp	1	0	0
Stall	5	0	0
Stool, Kick-Step	6	0	0
Stool, Kick-Step	2	2	4
Storage Cabinet	2	17	34
Storage Cabinet	2	18	36
Supply Cabinet	1	16	16
Supply Cabinet	1	18	18
Table, Café	1	60	60
Table, Children's Play	4	55	220
Table, Children's	2	35	70
Table, Coffee	4	50	200
Table, Coffee	2	55	110

Furniture and Equipment	UNIT EXTENDED QTY	UNIT Sq. Ft.	Sq.

Inventory Items:

Furniture and Equipment	QTY	Sq. Ft.	Sq.
Table, Conference	1	75	75
Table, Conference	1	160	160
Table, Conference	1	285	285
Table, Drum	4	12	48
Table, Drum	8	14	112
Table, Group Study	4	150	600
Table, Juvenile	1	85	85
Table, Reader's	7	80	560
Table, Reader's	4	90	360
Table, Reader's	4	100	400
Tape Drive, External DAT / Cartridge Tape	1	0	0
Technology Carrel	7	30	210
Technology Carrel	2	60	120
Technology Station, Systems Furniture	2	35	70
Technology Station, Systems Furniture	1	36	36
Technology Station, Systems Furniture	18	40	720
Technology Station, Systems Furniture	1	60	60
Technology Training Table, Systems Furniture	30	35	1,050
Technology Training Table, Systems Furniture	2	40	80
Telecommunications Backboard	1	28	28
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Central Station	1	0	0
Telephone Handset	15	0	0
Telephone, Public Pay	1	0	0
Toaster Oven	1	0	0
TV Monitor, 15" Flat Panel Plasma Display	2	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
Uninterruptible Power Supply (UPS), Single Device	1	0	0
Urinal	1	0	0
Urn, Cigarette Ash	1	0	0
Vacuum Cleaner, Dry Upright	1	8	8
Video Cassette Player/Recorder	1	0	0
Video Tape Cleaner & Rewind Unit	1	0	0
Waste Basket	1	0	0

Furniture and Equipment	EXTENDED QTY	UNIT Sq. Ft.	UNIT Sq.

Inventory Items:

Furniture and Equipment	EXTENDED QTY	UNIT Sq. Ft.	UNIT Sq.
Waste Basket	7	1	7
Waste Basket	1	3	3
Waste Basket	22	4	88
Waste Basket	16	5	80
White Board	4	0	0
Workstation, Children's Counter	1	45	45
Workstation, Circulation Check-In Counter	1	40	40
Workstation, Circulation Check-In Desk	1	90	90
Workstation, Circulation Check-Out Desk	2	80	160
Workstation, Computer Technician's Counter	1	50	50
Workstation, Food Preparation Counter	1	30	30
Workstation, Mending Counter	1	30	30
Workstation, Reference Desk	2	90	180
Workstation, Reference Office System	7	70	490
Workstation, Sorting Counter	1	40	40
Inventory Sub-Total:			**11,076**

Shelving Units:

Furniture and Equipment	EXTENDED QTY	UNIT Sq. Ft.	UNIT Sq.
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	32	20	640
42" Aisle DF 60"H Steel Shelving W/ 8 Shelves	3	20	60
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	80	20	1,600
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	2	20	40
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	126	20	2,520
42" Aisle DF 84"H Steel Shelving W/ 10 Shelves	2	20	40
42" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelvs	1	20	20
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	7	22	154
44" Aisle DF 66"H Newspaper Display Shelving W/6 Shlvs	2	22	44
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	2	14	28
Audio Cassette "Spinner" W/ 4 Rotor Towers	2	70	140
Compact Disc, CD-ROM & DVD Display Browser	7	24	168
Paperback "Spinner" W/ 4 Rotor Towers	6	70	420
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs	8	20	160

Furniture and Equipment	QTY	UNIT EXTENDED Sq. Ft.	UNIT Sq.

Shelving Units:

	Shelving Sub-Total:		**6,174**

Total Net Assignable SqFt for Furniture and Equipment: <u>17,250</u>

Please see the following matrix (pages 39-59) using the *Libris Design Building Program.*

Spatial Relationships for all Library Divisions

Audio-Visual Collection

Many patrons will enter the Audio-Visual Collection from either the Combination Reference/Children's Desk or after passing by the Fiction Collection and Browsing area. The AV Collection is very close to the Young Adult Area since young adults are often attracted to AV materials.

ADJACENT:

        Combination Reference/Children's Desk
        Young Adult
        Fiction Collection

PROXIMITY:

        Browsing
        Non Fiction
        Reference Collection and Seating

Browsing

The Browsing area is centrally located and visible from the library entrance. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

The Children's Library is visible from and close to the Browsing area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display area, go on to the Fiction Collection to select additional books, and return to the Combination Reference/Children's Desk for additional assistance before leaving the library. For this reason, it is advantageous to have the New Book Display area close to the Fiction Collection.

ADJACENT:

        Audio-Visual Collection

CLOSE:

        Children's Library
        Circulation Services
        Library Entrance
        Fiction Collection

PROXIMITY:

        Combination Reference/Children's Desk

Children's Library

The entrance to the Children's Library is near the Circulation Desk and the Browsing area. This relationship will facilitate the circulation of children's books and allow parents to browse for new books and still supervise their children in the Children's Library.

ADJACENT:

        Circulation Desk
        Library Entrance

CLOSE:

        Combination Reference/Children's Desk
        Browsing
        Homework Center

AWAY:

        Non-Fiction Collection
        Young Adult Collection

Circulation Services

The Circulation Services is located near the library entrance allowing patrons to easily drop off and pick up library materials. The Circulation staff will be easily accessible to library customers to answer questions regarding their library record and provide directional assistance. The Circulation staff will be able to visibly monitor much of the library, the Homework Center, and the Computer Center from the Circulation Desk.

ADJACENT:

        Library Entrance

CLOSE:

        Browsing
        Children's Library
        Homework Center
        Computer Center

PROXIMITY:

        Fiction Collection
        Periodicals Collection

Fiction Collection

The Fiction Collection is easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the library entrance and the New Book Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the Circulation Desk immediately upon making a selection in the stacks.

ADJACENT:

        Browsing

CLOSE:

        Library Entrance

> Audio-Visual Collection
> Circulation Desk

PROXIMITY:
> Library Entrance
> Reference Services
> Public Restrooms

Homework Center

The Homework Center is located near the library entrance and is visible from the Circulation Desk. From the Homework Center, children will have easily access the Children's Collection or the Computer Lab.

ADJACENT:
> Circulation Desk
> Computer Center
> Lobby Entrance

PROXIMITY:
> Children's Library
> Public Restrooms

AWAY:
> Reference Collection and Seating
> Young Adult Collection

Library Entrance

The Library Entrance is essentially a pass-through space which patrons will use when visiting the library, Computer Center, Homework Center, or dropping off or picking up library material at the Circulation Desk. It is conveniently located to allow easy access to the Circulation Desk, Computer Center, Homework Center, the Children's Library and the new browsing area.

ADJACENT:
> Computer Center
> Homework Center
> Circulation Desk

CLOSE:
> Children's Library
> Public Restrooms
> Browsing
> Fiction Collection

Non-Fiction Collection

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the

OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:
> Combination Reference/Children's Desk Services
> Reference Collection

PROXIMITY:
> Audio-Visual Collection
> Fiction Collection

AWAY:
> Children's Library

Periodicals Collection
The Periodicals Collection Area is centrally located near the front of the library close to the new books and Browsing Area. The Current Magazine and Newspaper Area is highly visible and conveniently located near the library entrance. Customers will have easy access to the Circulation Desk and to the Copy Center from the Periodical area.

PROXIMITY:
> Circulation Services
> Copy Center

Computer Center
The Computer is easily accessible from the Library Entrance and is visible from the Circulation Desk. The Computer Center is near the Homework Center. Customers will be able to check their E-mail, access the Internet, access a variety of computer programs

ADJACENT:
> Circulation Desk
> Homework Center
> Library Entrance

PROXIMITY:
> Children's Library

CLOSE:
> Public Restrooms

AWAY:
> Reference Collection and Seating
> Young Adult Collection

Reference Services
Patrons with informational questions will often enter the library and proceed directly to the

Reference Services. Frequently, they consult the OPACs first and then the Reference Collection. Patrons should pass by the OPACs before they arrive at the Combination Reference/Children's Desk, both of which should be highly visible from the entrance to the Public Entrance and Lobby.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services for the library to function effectively.

While the Young Adult Services Collection should not be too close to the Reference Services, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons, who have been searching periodical indexes to locate back issues.

ADJACENT:
                   Reference Collection and Seating

CLOSE:
                   AV Collection
                   Periodical Seating
                   Non Fiction Collection
                   Children's Collection

PROXIMITY:
                   Young Adult Services
                   Study/Tutoring Rooms

AWAY:
                   Homework Center
                   Computer Lab

Spanish Collection
The Spanish Language Collection and readers seating area should be located on the second floor mezzanine directly above the Non-Fiction Collection. Adjacent to the Spanish Collection at the west end of the mezzanine is a reader lounge chair seating area. This area will be supervised from a staff desk located on the mezzanine. Two stair cases and an elevator provide access to the second floor mezzanine.

ADJACENT:
                Adult Reading Area

PROXIMITY:
                Non-Fiction Collection
                Elevator
                Stairs

Young Adult Collection
The Young Adult Collection is close to the Audio-Visual Collection since young adults will be heavy users of this collection. The YA Collection is relatively close to the Combination Reference/Children's Desk so that staff can supervise the young people. It is in the proximity of the Reference Collection to encourage youth to begin to make use of reference collections and

services. The Young Adult Collection is not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

        Audio-Visual Collection

PROXIMITY:

        Combination Reference/Children's Desk

AWAY:

        Children's Library

Spatial Relationships
for each Library Space

Division Name
Space Name
Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection & Seating
The AV Collection should be adjacent to the main traffic path in the Library. The AV Collection Area should be visible from the Children's Library and close to the Young Adult Collection and New Book Display since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:
>> Fiction Collection & Seating
>> Young Adult Collection & Seating

CLOSE:
>> Combination Reference/Children's Desk
>> New Book Display

BROWSING

Browsing Collection & Seating
The Browsing area is centrally located and visible from the library entrance. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

The Children's Library is visible from and close to the Browsing area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display area, go on to the Fiction Collection to select additional books, and return to the Combination Reference/Children's Desk for additional assistance before leaving the library. For this reason, it is advantageous to have the New Book Display area close to the Fiction Collection.

ADJACENT:
>> Audio-Visual Collection

CLOSE:
>> Children's Library
>> Circulation Services
>> Library Entrance
>> Fiction Collection

PROXIMITY:
>> Combination Reference/Children's Desk

Division Name
Space Name
Description/Detail Data

BROWSING

New Book Display

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and very close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:
>> AV Collection & Seating

CLOSE:
>> Children's Entrance (Interior)
>> Circulation Desk
>> Public Entrance & Lobby

PROXIMITY:
>> Fiction Collection & Seating

AWAY:
>> Non-Fiction Collection & Seating
>> Reference Collection & Seating

CHILDREN'S LIBRARY

Children's On-line Public Access Catalog (OPAC)

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be in the proximity of the Combination Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:
>> Children's Entrance (Interior)
>> Children's Reference Collection & Seating

CLOSE:
>> Children's Collection & Seating
>> Juvenile Collection & Seating

PROXIMITY:
>> Combination Desk
>> Homework Center

Division Name
Space Name
Description/Detail Data

CHILDREN'S LIBRARY

Children's Program Area

The Children's Program Area should be within sight of the Circulation Desk and close to the Children's Collection and Seating Area.

CLOSE:

Children's Collection & Seating

PROXIMITY:

Circulation Desk

Children's Reference Collection

The Children's Reference Collection and Seating Area must be adjacent to the Children's OPAC cluster and Internet workstations since children of this age will be able to use them unassisted. This space should be visible from the Combination Reference/Children's Desk.

ADJACENT:

Children's On-line Public Access Catalog
Children's Entrance (Interior)
CLOSE:
All Other Spaces In The Children's Library
PROXIMITY:
Combination Desk
Copy Center

Chilren's Picture Book Collection and Seating

The Children's Collection and Seating Area should visible from the Circulation Desk and the Combination Reference/Children's Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's On-line Public Access Catalog (OPAC)

CLOSE:

Combination Reference/Children's Desk
Circulation Desk
Public Restrooms
Homework Center

AWAY:

Non-Fiction Collection
Young Adult Collection

Division Name
  Space Name
    Description/Detail Data

CHILDREN'S LIBRARY

Juvenile Collection & Seating

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. This space should be visible from the Circulation Desk and Browsing area, but it may be somewhat removed from the front of the Children's Library simply because of its size. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

CLOSE:
> Children's On-line Public Access Catalog (OPAC)
> Children's Reference Collection & Seating

PROXIMITY:
> Homework Center

CIRCULATION SERVICES

Book Return

The Book Return must be adjacent to the Staff Workroom, Circulation Desk, and the Lobby of the building and/or the outside near the front entrance. Patrons should be able to deposit library materials from the lobby.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Circulation Workroom.

ADJACENT:
> Public Entrance & Lobby
> Staff Workroom

Branch Manager's Office

All of the circulation support staff should be easily supervised from this office which requires sight lines to the Circulation Desk. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Staff should be able to access the office.

ADJACENT:
> Staff Workroom

CLOSE:
> Circulation Desk

PROXIMITY:
> Public Entrance & Lobby

Division Name

Space Name
Description/Detail Data

CIRCULATION SERVICES

Circulation Desk

The Circulation Desk is located near the library entrance allowing patrons to easily drop off and pick up library materials. The Homework Center and Computer Center should be visible from the Circulation Desk.

ADJACENT:

> Staff Workroom
> Branch Manager's Office
> Library Entrance

CLOSE:

> Browsing
> Children's Library
> Homework Center
> Computer Center
> Public Restrooms

PROXIMITY:

> Fiction Collection

Computer/Telecommunications Room

This space must be located in a secure non-public area and easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 260 feet.

ADJACENT:

> Staff Workroom
> Electrical room

Custodial Sink & Storage Room

The Custodial Room should be adjacent to the Staff Workroom where it will be convenient for the custodians who clean the library.

ADJACENT:

> Staff Workroom

CLOSE:

> Staff Entrance & Lobby
> Staff Lounge
> Staff Rest Rooms

PROXIMITY:

> Public Entrance & Lobby
> Public Rest Rooms

Division Name
Space Name
Description/Detail Data

CIRCULATION SERVICES

General Library Storage Area
This area should be close to the Staff Entrance. It should be adjacent to the Staff Workroom and near the Circulation Desk.

ADJACENT:
Staff Workroom
CLOSE:
Staff Entrance & Lobby
PROXIMITY:
Circulation Desk

Mechanical Equipment Room
This room has no adjacency requirements.

Staff Lounge
The Staff Lounge is adjacent to the Staff Rest Room. The Staff Lounge should be adjacent to the Staff Workroom and in the proximity of the Staff Entrance and the Custodial Sink and Supply Closet.

ADJACENT:
Staff Rest Room
Staff Workroom
CLOSE:

Custodial Sink & Supply Closet
Staff Entrance

Staff Rest Room
The Staff Rest Room should be adjacent to the Staff Lounge but should not open into the lounge. This rest room should not be accessible to the public. The rest room should be close to the Staff Entrance and in the proximity of the staff work areas and the Custodial Sink and Supply Closet.

ADJACENT:
Staff Lounge
Staff Workroom
CLOSE:

Custodial Sink & Supply Closet

Division Name

   Space Name
     Description/Detail Data

CIRCULATION SERVICES

Staff Service Entrance

The Staff Entrance is close to the Staff Workroom and the General Library Storage. There is direct access to the Staff Lounge and the Custodial Sink and Supply Closet. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

ADJACENT:
     Staff Workroom
CLOSE:
     General Library Storage
PROXIMITY:
     Custodial Sink & Supply Closet
     Staff Lounge

Staff Workroom

The Book Return Room, Branch Manager's Office, and Combination Desk should all be immediately adjacent to the Staff Workroom. Staff will move frequently between each space, but particularly between the desk and the workroom. For this reason, not only should there be easy access between the spaces, there should also be a sight line between the workroom and the Combination Desk so that staff can fill-in when a line starts to form at the desk.

ADJACENT:
     Book Return Room
     Branch Manager's Office
     Combination Desk
     Computer/Telecommunications Room
CLOSE:
     Staff Entrance
     Staff Lounge
     Staff Rest Room
PROXIMITY:
     General Library Storage
     Custodial Sink & Storage Room

Division Name
Space Name
Description/Detail Data

COMPUTER CENTER

Computer Center

The Computer Center is located near the Library's Entrance across from the Circulation Desk.

ADJACENT:
> Circulation Desk
> Homework Center
> Lobby Entrance

PROXIMITY:
> Children's Library
> Public Restrooms

AWAY:
> Reference Collection and Seating
> Young Adult Collection

FICTION COLLECTION

Fiction Collection & Seating

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Combination Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low located in a well-lighted area.

CLOSE:
> AV Collection & Seating
> Circulation Desk
> New Book Display

PROXIMITY:
> On-line Public Access Catalog (OPAC)
> Public Entrance & Lobby

Division Name
Space Name
Description/Detail Data

HOMEWORK CENTER

Homework Center

The Homework Center should be located across from the Circulation Desk. Students in the Homework Center will utilize the broader resources of the Juvenile Collection.

ADJACENT:

Computer Center
Lobby Entrance

PROXIMITY:

Circulation Desk
Children's Library

CLOSE:

Public Restrooms

AWAY:

Reference Collection and Seating
Young Adult Collection

LIBRARY ENTRANCE

Public Entrance & Lobby

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. Access to the Computer Center, Homework Center, Public Rest Rooms, and Circulation Area should be off the lobby.

ADJACENT:

Computer Center
Homework Center
Circulation Desk
Public Rest Rooms

CLOSE:

Children's Library
Copy Center
New Book Display

PROXIMITY:

Branch Manager's Office
Fiction Collection
On-line Public Access Catalog

Division Name
Space Name
Description/Detail Data

LIBRARY ENTRANCE

Public Rest Rooms
The Public Rest Rooms must be just off the Lobby and close to the Meeting Room. The entrance to the rest rooms should be easy to find and convenient to the Homework Center. The entrance to the rest rooms should be visible from the Circulation Desk if possible.

ADJACENT:
>
> Fiction Collection
> Public Entrance & Lobby

CLOSE:
>
> Homework Center
> Computer Center

PROXIMITY:
>
> Circulation Desk (Sight Lines)
> Custodial Sink & Supply Closet

NON-FICTION COLLECTION

Non-Fiction Collection & Seating
The Non-Fiction Collection and Seating Area should be adjacent to the On-line Public Access Catalogs. The area should be easily accessible and in the proximity of the Combination Reference/Children's Desk, Copy Center, Reference Collection, and the Fiction Collection. It should be located away from the noise of the Children's Area.

ADJACENT:
>
> On-line Public Access Catalog (OPACs)

PROXIMITY:
>
> Combination Reference/Children's Desk
> Copy Center
> Fiction Collection & Seating
> Reference Collection & Seating

AWAY:
>
> Children's Library

Division Name
Space Name
Description/Detail Data

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating
The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be

advantageous if the staff at the Combination Reference/Children's Desk can provide supervision and assistance as needed.

PROXIMITY:
> New Book Display
> Combination Reference/Children's Desk
> Copy Center

REFERENCE SERVICES

Combination Reference/Children's Desk

ADJACENT:
> Public Personal Computers
> Reference Collection and Seating
> On-line Public Access Catalog (OPAC)

CLOSE:
> Children's Library
> Non-Fiction Collection and Seating
> Audio Visual Collection
> Young Adult Collection
> Periodical Collection and Seating
> Study/Tutoring Rooms

PROXIMITY:
> Fiction Collection and Seating

AWAY:
> Computer Lab
> Homework Center

Division Name

Space Name
Description/Detail Data

REFERENCE SERVICES

On-line Public Access Catalog (OPAC)
The OPAC cluster must be close to the Combination Reference/Children's Desk so that the staff can assist patrons using the OPACs, and patrons can easily reach staff when they have questions. The OPAC cluster should be close to the Non-Fiction Collection and Reference Collection since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog. Two OPAC's will be located on the second floor mezzanine.

CLOSE:
> Combination Reference/Children's Desk

ADJACENT:

>> Non-Fiction Collection & Seating
>> Reference Collection & Seating

PROXIMITY:

>> Periodicals
>> AV Collection
>> Children's Collection

Reference Collection & Seating

The Reference Collection and Seating Area must be close to the Combination Reference/Children's Desk, the print management station, and with convenient access to the OPACs and the Study/Tutoring Rooms. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

>> Combination Combo Reference/Children's Desk
>> On-Line Public Access Catalog (OPAC)
>> Print Management Station with Laser Printer

CLOSE:

>> Periodical Reader's Seating
>> AV Collection

PROXIMITY:

>> Non-Fiction Collection & Seating
>> Children's Collection
>> Copy Center

AWAY:

>> Circulation Desk
>> Computer Lab
>> Homework Center

Division Name

Space Name
Description/Detail Data

REFERENCE SERVICES

Study/Tutorial Room A

Study/Tutoring Rooms are located along the west wall of the library and visible from the Combination Reference/Children's Desk.

ADJACENT:

>> Fiction Collection

PROXIMITY:

>> Combination Reference/Children's Desk

Periodical Seating
                    Browsing
                    Public Restrooms

          AWAY:

                    Children's Library
                    Circulation Services

Study/Tutorial Room B
          Study/Tutoring Rooms should be located along the west wall of the library and visible
          from the Combination Reference/Children's Desk.

          CLOSE:

                    AV Collection
                    Reference Services

          PROXIMITY:
                    Young Adult

          AWAY:

                    Children's Library
                    Circulation Services

Division Name
  ## Space Name
          Description/Detail Data
REFERENCE SERVICES

  Study/Tutorial Room C
          This Study/Tutorial Room should be located along the west wall of the library and visible
          from the Combination Reference/Children's Desk.

          ADJACENT:
                    Study/Tutoring Room

          CLOSE:

                    Audio/Visual Collection
                    Fiction Collection

          PROXIMITY:

                    Combination Reference/Children's Desk
                    Public Restrooms
          AWAY:

                    Children's Collection

  Study/Tutorial Room D
          Study/Tutoring Rooms are located along the west wall of the library and visible from the

Combination Reference/Children's Desk.

CLOSE:
Fiction Collection

PROXIMITY:
Periodical Seating
Browsing
Public Restrooms

AWAY:
Children's Library
Homework Center
Circulation Services

Division Name
Space Name
Description/Detail Data

REFERENCE SERVICES

Study/Tutorial Room E
This Study/Tutorial Room should be located along the west wall of the library and visible from the Combination Reference/Children's Desk.

ADJACENT:
Reference Collection & Seating
AV Collection

PROXIMITY:
Combination Reference/Children's Desk
Young Adult
Public Restrooms

AWAY:
Children's Library
Circulation Services
Homework Center

SPANISH COLLECTION

Spanish Language Collection & Seating
The Spanish Language Collection is located on the second floor mezzanine directly above the Non-Fiction Collecting on the first floor.

PROXIMITY:
Elevator
Stairs

Division Name

Space Name
Description/Detail Data

YOUNG ADULT COLLECTION

Young Adult Collection & Seating

The Young Adult Collection & Seating area should be adjacent to the Study/Tutoring Rooms and close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be near the Combination Reference/Children's Desk so that staff may supervise and assist the young adults, but the space should not be near the Children's Library.

CLOSE:

        AV Collection & Seating

PROXIMITY:

        Combination Reference/Children's Desk
        Study/Tutoring Room
        Stairs

AWAY:

        Children's Library

Summary of Facility Space Requirements

Please see the matrix which follows (pages 60-71) using the *Libris Design Building Program* for this section.

Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
AUDIO-VISUAL COLLECTION	732	4%
BROWSING	322	2%
CHILDREN'S LIBRARY	2,714	16%
CIRCULATION SERVICES	2,422	14%
COMPUTER CENTER	1,220	7%
FICTION COLLECTION	1,152	7%
HOMEWORK CENTER	574	3%
LIBRARY ENTRANCE	N/A	0%
NON-FICTION COLLECTION	2,406	14%
PERIODICALS COLLECTION	844	5%
REFERENCE SERVICES	1,953	11%
SPANISH COLLECTION	1,957	11%
YOUNG ADULT COLLECTION	954	6%
Net Assignable Square Footage:	17,250	100%
Non-Assignable Square Footage (@ of Gross):**25%**	5,750	
Gross Square Footage:	**23,000**	

A *Libris DESIGN*   Building Program   South Oxnard Branch Library
Report Printed on: 06/11/2002

Library Space Sq. Ft. Summary with F & E and Shelving

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
AUDIO-VISUAL COLLECTION					**732**
AV COLLECTION & SEATING				**732**	
CD/Cassette Tape Player	2	0	0		
Chair, Technology Workstation	4	0	0		
Computer, OPAC Desktop	1	0	0		
DVD Player	1	0	0		
Headphone, AV	4	0	0		
Technology Carrel	2	60	120		
Technology Station, Systems Furniture	1	36	36		
TV Monitor, 15" Flat Panel Plasma Display	2	0	0		
Video Cassette Player/Recorder	1	0	0		
Waste Basket	2	4	8		
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 761 Audio Book Cassette	3	20	60		
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 225 Media Kit (Audio Cassette W/ Book)	1	20	20		
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 150 DVD	1	20	20		
Audio Cassette "Spinner" W/ 4 Rotor Towers 368 Audio Cassette	1	70	70		
Audio Cassette "Spinner" W/ 4 Rotor Towers 75 Audio Cassette	1	70	70		
Compact Disc, CD-ROM & DVD Display Browser 525 Audio Compact Disc (CD)	2	24	48		
Compact Disc, CD-ROM & DVD Display Browser 450 DVD	1	24	24		
Compact Disc, CD-ROM & DVD Display Browser 1,050 Audio Book CD (CD ROM)	3	24	72		
Compact Disc, CD-ROM & DVD Display Browser 158 CD-ROM	1	24	24		
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 375 Video Cassette	2	20	40		
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 1,601 Video Cassette	6	20	120		
BROWSING					**322**
BROWSING COLLECTION & SEATING				**84**	
Chair, Lounge	2	35	70		
Table, Drum	1	14	14		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
NEW BOOK DISPLAY				**238**	
Shelving, DF 58"h Bookstore Display	4	32	128		

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
42" Aisle DF 84"H Steel Shelving W/ 10 Shelves	2	20	40		
45 New Books (Face Out)					
Paperback "Spinner" W/ 4 Rotor Towers	1	70	70		
150 New Books					

CHILDREN'S LIBRARY   <u>2,714</u>

CHILDREN'S ON-LINE PUBLIC ACCESS CATALOG (OPAC)   **120**

Computer, OPAC Desktop	4	0	0
Technology Carrel	4	30	120
Waste Basket	1	0	0

CHILDREN'S PROGRAM AREA   **50**

Puppet Theater	1	50	50

CHILDREN'S REFERENCE COLLECTION   **125**

Change Machine (Bill & Coin)	1	3	3
Clock	1	0	0
Copier, B&W Freestanding	1	50	50
Dictionary Table Top Stand	1	0	0
Security Camera, Color	1	0	0
Waste Basket	3	4	12
42" Aisle DF 60"H Steel Shelving W/ 8 Shelves	3	20	60
500 Children's Reference			

CHILREN'S PICTURE BOOK COLLECTION AND SEATING   **762**

Chair, Child's	16	0	0
Chair, Group Study	2	0	0
Security Mirror, Convex	2	0	0
Table, Children's Play	4	55	220
Table, Children's	2	35	70
Waste Basket	3	4	12
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	4	20	80
1,125 Children's Easy Readers			
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	19	20	380
6,500 Children's Picture Books			

JUVENILE COLLECTION & SEATING   **1,657**

Chair, Juvenile	8	0	0
Computer Monitor, 15" Flat Panel Plasma	4	0	0
Computer, Public Desktop	4	0	0
Stool, Kick-Step	2	2	4
Table, Juvenile	1	85	85
Technology Station, Systems Furniture	4	40	160
Waste Basket	2	4	8

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE Sq. Ft.**	**DIVISION Sq. Ft.**
JUVENILE COLLECTION & SEATING				**1,657**	
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	6	20	120		
3,068 Children's Spanish Language Picture Books					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	3	20	60		
1,125 Juvenile Spanish Language Fiction					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	16	20	320		
6,000 Juvenile Fiction					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	6	20	120		
3,750 Juvenile Spanish Language Non-Fiction					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	29	20	580		

11,200 Juvenile Non-Fiction					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	20	20		
200 Literacy ESL					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	20	20		
38 Media Kit (Audio Cassette W/ Book)					
42" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelvs	1	20	20		
15 Children's Current Magazines					
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140		
675 Children's Paperbacks					

<u>CIRCULATION SERVICES</u> <u>2,422</u>

BOOK RETURN 40
AV Bin, Depressible	1	20	20
Book Bin, Depressible	1	20	20

BRANCH MANAGER'S OFFICE 202
Chair, Conference Room	4	0	0
Chair, Supervisor's	1	0	0
Clock	1	0	0
Computer Monitor, 15" Flat Panel Plasma	1	0	0
Computer, Staff Desktop	1	0	0
Credenza	1	30	30
Desk, Branch Manager's	1	65	65
File Cabinet, Vertical (Four Drawer)	1	14	14
Printer, Ink-Jet (Color)	1	0	0
Shelving, SF 70"h Wood W/ 5 Shelves	1	14	14
Table, Conference	1	75	75
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0

CIRCULATION DESK 313
Bar Code Reader, Fixed Mount	3	0	0
Book Bin, Depressible	1	0	0
Cash Register	1	0	0

<u>LIBRARY DIVISION</u>

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE** **Sq. Ft.**	**DIVISION** **Sq. Ft.**
CIRCULATION DESK				313	
Chair, Task	3	0	0		
Clock	1	0	0		
Computer, Staff Desktop	3	0	0		
Mat, Anti-fatigue	3	0	0		
Printer, Receipt	3	0	0		
Queuing Space (Per Person)	3	6	18		
Security System Book Desensitizer	2	0	0		
Security System Desensitizer/Resensitizer	1	0	0		
Security System Media Desensitizer	2	0	0		
Self Check-Out Counter	1	30	30		
Self Check-Out Machine	1	0	0		
Telephone Handset	2	0	0		
Waste Basket	3	5	15		
Workstation, Circulation Check-In Desk	1	90	90		
Workstation, Circulation Check-Out Desk	2	80	160		

COMPUTER/TELECOMMUNICATIONS ROOM **206**

Bulletin Board	1	0	0
Chair, Technology Workstation Task	1	0	0
Computer Server, Mini (CPU)	2	0	0
Computer Stand	1	20	20
Computer, Staff Desktop	1	0	0
Console, Computer System	1	0	0
DSU/CSU Telecommunications Device	1	0	0
Fire Extinguisher, Halon	1	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Rack, Computer / Communications Equipment	1	30	30
Router/Switch	5	0	0
Safe, Data / Tape Carrier	1	0	0
Server, Desktop / Rack Mount	1	0	0
Storage Cabinet	2	18	36
Supply Cabinet	1	18	18
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	1	28	28
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Single Device	1	0	0
Waste Basket	1	4	4
Workstation, Computer Technician's Counter	1	50	50

CUSTODIAL SINK & STORAGE ROOM **71**

Carpet Cleaning Machine	1	5	5
Cleaning Cart	1	15	15

LIBRARY DIVISION

LIBRARY SPACE NAME	UNIT	UNIT	EXTENDED	**SPACE**	**DIVISION**
Furniture and Equipment	QTY	Sq. Ft.	Sq. Ft.	**Sq. Ft.**	**Sq. Ft.**

CUSTODIAL SINK & STORAGE ROOM **71**

Hand Truck	1	4	4
Ladder, Extension	1	0	0
Ladder, Step	1	2	2
Mop Bucket	1	4	4
Paper Towel Dispenser	1	0	0
Shelving, Industrial	1	15	15
Sink	1	18	18
Sink, Mop	1	0	0
Vacuum Cleaner, Dry Upright	1	8	8

GENERAL LIBRARY STORAGE AREA **154**

Cabinets, Full Height (Lockable)	2	5	10
Shelving, Industrial	6	15	90
Storage Cabinet	2	17	34
Supply Cabinet	1	16	16
Waste Basket	1	4	4

MECHANICAL EQUIPMENT ROOM **N/A**

STAFF LOUNGE **200**

Bulletin Board	2	0	0
Cabinets, Above Counter	7	0	0
Cabinets, Below Counter	4	0	0
Chair, Café	4	0	0
Clock	1	0	0

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
Coffee Maker/Urn	1	0	0		
Cutting Board, Kitchen	1	0	0		
Garbage Bin, Interior	1	15	15		
Hot Water Urn	1	0	0		
Kitchen Unit	1	25	25		
Microwave Oven	1	0	0		
Paper Cup Dispenser	1	0	0		
Paper Towel Dispenser	1	0	0		
Recycling Bin	1	15	15		
Soap Dispenser	1	0	0		
Sofa (2 Seat)	1	55	55		
Table, Café	1	60	60		
Telephone Handset	1	0	0		
Toaster Oven	1	0	0		
Workstation, Food Preparation Counter	1	30	30		
STAFF REST ROOM				**N/A**	
Commode	1	0	0		
Hand Dryer	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE Sq. Ft.**	**DIVISION Sq. Ft.**
STAFF REST ROOM				**N/A**	
Mirror	1	0	0		
Mirror, With Shelf	1	0	0		
Paper Towel Dispenser	1	0	0		
Sink And Counter	1	0	0		
Soap Dispenser	1	0	0		
STAFF SERVICE ENTRANCE				**N/A**	
Bulletin Board	1	0	0		
White Board	1	0	0		
STAFF WORKROOM				**1,236**	
Bar Code Reader, Fixed Mount	4	0	0		
Book Truck	8	10	80		
Bulletin Board	1	0	0		
Cabinet, AV Equipment	1	15	15		
Cabinets, Above Counter	22	0	0		
Cabinets, Below Counter	8	0	0		
Chair, Task	12	0	0		
Clock	1	0	0		
Computer, Staff Desktop	8	0	0		
FAX Machine, Desktop	1	0	0		
File Cabinet, Vertical (Two Drawer)	7	14	98		
First Aid Kit	1	0	0		
Flat File	1	40	40		
In & Out Board	1	0	0		
Key Cabinet	1	0	0		
Label Maker	1	0	0		
Locker	8	2	16		
Mail Boxes, Staff	1	30	30		
Paper Cutter	1	0	0		
Paper Towel Dispenser	1	0	0		
Postage Meter/Scale	1	0	0		

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
Printer, Ink-Jet (Color)	3	0	0		
Printer, Laser (B&W)	1	0	0		
Recycling Bin	1	15	15		
Safe, Floor	1	0	0		
Security Monitor, Color	1	0	0		
Security System Book & Media Resensitizer	2	0	0		
Security System Book Resensitizer	1	0	0		
Security System Desensitizer/Resensitizer	1	0	0		
Security System Media Resensitizer	1	0	0		
Shelving, DF 90"h Steel W/14 Shelves	6	18	108		
Shelving, SF 84"h Steel W/ 6 Shelves	12	12	144		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE Sq. Ft.**	**DIVISION Sq. Ft.**
STAFF WORKROOM				**1,236**	
Sink	1	18	18		
Soap Dispenser	1	0	0		
Telephone Central Station	1	0	0		
Telephone Handset	7	0	0		
Typewriter Stand	1	20	20		
Typewriter, Electric	1	0	0		
Video Tape Cleaner & Rewind Unit	1	0	0		
Waste Basket	7	1	7		
White Board	1	0	0		
Workstation, Children's Counter	1	45	45		
Workstation, Circulation Check-In Counter	1	40	40		
Workstation, Mending Counter	1	30	30		
Workstation, Reference Office System	7	70	490		
Workstation, Sorting Counter	1	40	40		
COMPUTER CENTER					**1,220**
COMPUTER CENTER				**1,220**	
AV/Technology Equipment Cart, Large	2	20	40		
Cabinets, Full Height (Lockable)	10	5	50		
Chair, Technology Workstation Task	31	0	0		
Clock	1	0	0		
Computer Monitor, 15" Flat Panel Plasma	31	0	0		
Computer, Public Desktop	30	0	0		
Computer, Public Desktop	1	0	0		
Computer, Staff Desktop	1	0	0		
Printer, Laser (B&W)	1	0	0		
Projection Screen, Wall Mounted	1	0	0		
Projector, Ceiling Mounted	1	0	0		
Security Camera, Color	1	0	0		
Speakers, Pair Powered W/Amp	1	0	0		
Technology Training Table, Systems Furniture	30	35	1,050		
Technology Training Table, Systems Furniture	2	40	80		
Telephone Handset	1	0	0		
White Board	1	0	0		
FICTION COLLECTION					**1,152**
FICTION COLLECTION & SEATING				**1,152**	
Chair, Lounge	4	40	160		

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE Sq. Ft.**	**DIVISION Sq. Ft.**
Chair, Reader's	4	5	20		
Computer, OPAC Desktop	1	0	0		
Table, Drum	2	12	24		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE Sq. Ft.**	**DIVISION Sq. Ft.**
FICTION COLLECTION & SEATING				**1,152**	
Table, Reader's	1	90	90		
Technology Carrel	1	30	30		
Waste Basket	2	4	8		
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	17	20	340		
4,050 Fiction					
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	4	20	80		
900 Romance					
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	4	20	80		
900 Mysteries					
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	4	20	80		
800 Science Fiction & Fantasy					
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	2	20	40		
450 Westerns					
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	3	20	60		
630 Large Print					
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140		
1,080 Paperbacks					

HOMEWORK CENTER   <u>574</u>

HOMEWORK CENTER				**574**	
Carrel, Tutoring, Systems Furniture	3	50	150		
Chair, Group Study	12	0	0		
Chair, Technology Workstation Task	5	0	0		
Clock	1	0	0		
Computer Monitor, 15" Flat Panel Plasma	5	0	0		
Computer, Public Desktop	5	0	0		
Printer, Laser (B&W)	1	0	0		
SF 84" H Steel Shelving W/ 7 Shelvs	7	3	21		
Table, Conference	1	160	160		
Technology Station, Systems Furniture	6	40	240		
Waste Basket	1	3	3		

LIBRARY ENTRANCE   <u>N/A</u>

PUBLIC ENTRANCE & LOBBY				**N/A**	
Bulletin Board	1	0	0		
Case, In-Wall Display	1	0	0		
Directory	1	0	0		
Donor Recognition Wall	1	0	0		
Drinking Fountain	1	0	0		
People Counter, Electronic Eye	1	0	0		
Plaque, Dedication	1	0	0		
Rack, Literature Display Handout	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
PUBLIC ENTRANCE & LOBBY				N/A	
Security Camera, Color	1	0	0		
Security System Gates, Inventory Control	1	0	0		
Sign, Announcement	1	0	0		
Telephone, Public Pay	1	0	0		
Urn, Cigarette Ash	1	0	0		
PUBLIC REST ROOMS				N/A	
Commode	5	0	0		
Diaper Changing Counter	1	0	0		
Hand Dryer	2	0	0		
Mirror, With Shelf	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	2	0	0		
Soap Dispenser	2	0	0		
Stall	5	0	0		
Urinal	1	0	0		

NON-FICTION COLLECTION   **2,406**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
NON-FICTION COLLECTION & SEATING				2,406	
Chair, Lounge	4	35	140		
Chair, Reader's	16	0	0		
Computer, OPAC Desktop	2	0	0		
Security Camera, Color	1	0	0		
Security Mirror, Convex	1	0	0		
Stool, Kick-Step	4	0	0		
Table, Drum	4	14	56		
Table, Reader's	4	100	400		
Technology Station, Systems Furniture	2	35	70		
Waste Basket	4	5	20		
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves 18,719 Non-Fiction	78	20	1,560		
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves 1,200 Reference	7	20	140		
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves 150 Reference (Encyclopedias, Directories, Etc.)	1	20	20		

PERIODICALS COLLECTION   **844**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING				844	
Chair, Lounge	14	35	490		
Table, Coffee	4	50	200		
Waste Basket	2	4	8		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING				844	
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 100 Current Magazines	6	22	132		
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve 6 Current Newspapers	1	14	14		

REFERENCE SERVICES   **1,953**

COMBINATION REFERENCE/CHILDREN'S DESK				**306**
Chair, Task	2	0	0	
Clock	1	0	0	
Computer Monitor, 15" Flat Panel Plasma	2	0	0	
Computer, Staff Desktop	2	0	0	
File Cabinet, Vertical (Two Drawer)	2	14	28	
Printer, Laser (B&W)	1	0	0	
Queuing Space (Per Person)	5	6	30	
Telephone Handset	2	0	0	
Waste Basket	2	4	8	
Workstation, Reference Desk	2	90	180	
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	3	20	60	
300 Ready Reference				

ON-LINE PUBLIC ACCESS CATALOG (OPAC)				**64**
Computer, Public Desktop	1	0	0	
Printer, Laser (B&W)	1	0	0	
Technology Station, Systems Furniture	1	60	60	
Waste Basket	1	4	4	

REFERENCE COLLECTION & SEATING				**683**
Atlas Case	1	25	25	
Chair, Reader's	16	0	0	
Chair, Technology Workstation	8	0	0	
Computer Monitor, 15" Flat Panel Plasma	8	0	0	
Computer, Public Desktop	8	0	0	
Dictionary Stand	1	10	10	
Table, Reader's	4	80	320	
Technology Station, Systems Furniture	8	40	320	
Waste Basket	2	4	8	

STUDY/TUTORIAL ROOM A				**150**
Chair, Group Study	4	0	0	
Table, Group Study	1	150	150	

STUDY/TUTORIAL ROOM B				**150**
Chair, Group Study	4	0	0	
Table, Group Study	1	150	150	

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	**SPACE** **Sq. Ft.**	**DIVISION** **Sq. Ft.**
STUDY/TUTORIAL ROOM C				**300**	
Chair, Conference Room	10	1	10		
Table, Conference	1	285	285		
Waste Basket	1	5	5		
STUDY/TUTORIAL ROOM D				**150**	
Chair, Group Study	4	0	0		
Table, Group Study	1	150	150		
STUDY/TUTORIAL ROOM E				**150**	
Chair, Group Study	4	0	0		
Table, Group Study	1	150	150		

SPANISH COLLECTION   1,957

SPANISH LANGUAGE COLLECTION & SEATING   1,957

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Lounge	25	35	875
Chair, Reader's	12	0	0
Computer, OPAC Desktop	2	0	0
Security Camera, Color	2	0	0
Stool, Kick-Step	2	0	0
Table, Coffee	2	55	110
Table, Drum	2	12	24
Table, Reader's	3	90	270
Technology Carrel	2	30	60
Waste Basket	6	5	30
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	20	20
300 Media Kit (Audio Cassette W/ Book)			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	20	20
75 Literacy English As A Second Language (ESL)			
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	2	20	40
300 Spanish Language Reference			
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	3	20	60
1,125 Spanish Language Fiction			
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	16	20	320
3,750 Spanish Language Non-Fiction			
44" Aisle DF 66"H Newspaper Display Shelving W/6 Shlvs	2	22	44
25 Current Spanish Language Magazines			
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	1	14	14
2 Current Spanish Language Newspapers			
Paperback "Spinner" W/ 4 Rotor Towers	1	70	70
180 Spanish Paperbacks			

YOUNG ADULT COLLECTION   954

YOUNG ADULT COLLECTION & SEATING   954

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Lounge	12	35	420

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
YOUNG ADULT COLLECTION & SEATING				954	
Chair, Reader's	12	0	0		
Security Camera, Color	1	0	0		
Security Mirror, Convex	1	0	0		
Table, Drum	3	14	42		
Table, Reader's	3	80	240		
Waste Basket	2	5	10		
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	2	20	40		
600 Young Adult Fiction					
42" Aisle DF 78"H Steel Shelving W/ 10 Shelves	2	20	40		
488 Young Adult Non-Fiction					
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	1	22	22		
12 Young Adult Current Magazines					
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140		
720 Young Adult Paperbacks					

Net Assignable Square Footage: **17,250**

Non-Assignable Square Footage (@   of Gross):**25%**   5,750

Gross Square Footage: **23,000**

Space Descriptions

Please see the following space descriptions on the following pages numbered 15-14 to 15-133 (attached) using the *Libris Design* program.

<u>Occupancy by Staff and Patrons</u>

The new South Oxnard Branch Library will conform to the City of Oxnard Fire Department determined level of building occupancy based on City codes.

The public area of the facility will be equipped with one hundred eighty-one (181) readers' seats. These readers' seats will include sixty-one (61) lounge chairs, sixty (60) readers' chairs, ten (10) conference room chairs, thirty (30) group study chairs, four (4) juvenile chairs, and sixteen (16) children's chairs.

The sixty-one (61) lounge chairs will be located as follows:
- two (2) in the adult browsing areas
- sixteen (16) in the adult reading area
- twelve (12) in the young adult reading area
- four (4) in the adult non-fiction collection area
- four (4) in the adult fiction collection area
- fourteen (14) in the periodical collection area
- nine (9) in the Spanish collection area

The sixty (60) readers' chairs will be located as follows:
- twelve (12) in the young adult reading area around three (3) readers' tables
- sixteen (16) in the adult non-fiction collection area around four (4) readers' tables
- four (4) in the adult fiction collection area around one (1) readers' table
- sixteen (16) in the reference collection area around four (4) readers' tables
- twelve (12) in the Spanish collection area around three (3) readers' tables

The ten (10) conference room chairs will be located in the large study room. There will be one (1) conference table located in the large study room. This conference table will accommodate ten (10) conference room chairs.

The thirty (30) group study chairs will be located as follows:
- two (2) in the children's reading area around two (2) children's tables
- twelve (12) in the homework center around one (1) conference table and three (3) tutoring study carrels
- sixteen (16) in the four (4) small study rooms

The four (4) juvenile chairs will be located in the juvenile reading area. There will be one (1) juvenile table located in the juvenile reading area. This juvenile table will accommodate four (4) juvenile chairs.

The twenty (20) children's chairs will be located in the children's picture book area. There will be five (5) children's play tables located in the children's picture book area. Each of these children's play tables will accommodate four (4) children's chairs.

Staff occupancy in the facility will be focused in the staff workroom and the service desk areas. At the time of opening the staffing for the Branch Library will include one (1) Branch Manager, one (1) Children's librarian, two (2) reference librarians, four (4) library aide, library pages, tutors, homework assistants, and trainers. In addition, library volunteers will assist in the homework center and the computer center.

In the staff area, the two reference counters will serve as the reference desk. The circulation desk will consist of two (2) checkout counters and one check-in counter. In the staff workroom, the permanent staff will use eight (8) reference office system workstations that form a U-shaped work surface. A check-in workstation counter will be used to check-in items from the book drop, and to accommodate other circulation backroom activities. A sorting workstation counter will be used to sort materials for reshelving items in the stacks. A children's workstation counter will be used to develop programs and crafts for children's programs. A mending workstation will be used to repair damaged library materials.

In the computer/ telecommunications room, Library and City staff to support the information technology needs of the organization will use a computer technician's counter. The Branch Manager's desk and credenza will be located in a separate office. A conference table in this office will seat four (4) for meetings. The staff lounge will have seating for eight (8) staff/volunteers at a time. One (1) lunch table with four (4) chairs, a couch and two lounge seats will be provided.

Volunteers, trainers, and assistants will use an instructor's workstation in the computer center and a conference table in the homework center to provide assistance with computer classes and homework assistance/tutoring.

Preliminary Project Budget

The following is the preliminary budget for construction of the proposed project. The City of Oxnard is requesting $5,745,683 in state matching funds, and the City of Oxnard will provide $3,093,829 in local matching funds for this project. The City of Oxnard will also provide an additional $816,692 in local funds for ineligible costs associated with this project.

City of Oxnard
Oxnard Public Library
South Oxnard Branch Library Project
Preliminary Project Budget

Item	Eligible Item Cost	Ineligible Item Cost
New Construction	4,920,000	
Contingency	492,000	
Appraised Value of Land	350,000	
Site Development	773,926	
Site Demolition	25,111	
Site Permits and Fees	48,229	
Site Furnishings and Equipment Costs	867,503	
Signage	50,000	
Architectural and Engineering Costs	627,191	
Construction Cost Estimator Fees	10,000	
Interior Designer Fees	60,000	
Geotechnical/Geohazard Reports	10,000	
Energy Audit, Structural Engineering, Feasibility and ADA Studies	20,000	
Construction Project Management	497,059	
Other Professional Fees	45,000	
Works of Art		62,132
Relocation Costs and Moving Costs		4,560
Acquisition of Library Materials		750,000
DSA Fees	43,493	
TOTAL	8,839,512	816,692